


From: Ramiro Gonzalez Ramiro.Gonzalez@traviscountytx.gov 
Subject: Withdrawal of Request for Ruling and Release - Evers, A. & Goode, C. (Tax Office) [IWOV-CivilDB.FID467331]
Date: July 18, 2019 at 12:38 PM
To: records@americanoversight.org
Cc: Gretchen Nagy Gretchen.Nagy@traviscountytx.gov, Matthew Entsminger Matthew.Entsminger@traviscountytx.gov,
000_3125 Open Record Requests TO BE FILED E-Mail Correspondence {F467331}.CivilDB@caics.travis.local

RG

Dear Mr. Evers and Mr. Goode,

Please review the attached withdrawal letter regarding your public information request submitted to the Travis County Tax Office. Please also see the attached document responsive to your request.

Respectfully,
Ramiro "Ram" Gonzalez
Paralegal
Travis County Attorney's Office
(512) 854-6470

On behalf of Matthew R. Entsminger
Assistant Travis County Attorney
Travis County Attorney's Office
314 West 11th Street
P.O. Box 1748
Austin, TX 78767
(512) 854-9642
Fax: (512) 854-4808
Email: Matthew.Entsminger@traviscountytx.gov

From: Ramiro Gonzalez
Sent: Wednesday, July 10, 2019 4:15 PM
To: 'records@americanoversight.org' <records@americanoversight.org>
Cc: Gretchen Nagy <Gretchen.Nagy@traviscountytx.gov>; Matthew Entsminger <Matthew.Entsminger@traviscountytx.gov>; '000_3125 Open Record Requests TO BE FILED E-Mail Correspondence' <{F467331}.CivilDB@caics.travis.local>
Subject: Response to Request for Information - Evers, A. & Goode, C. (Tax Office) [IWOV-CivilDB.FID467331]

Dear Mr. Evers and Mr. Goode,

Please review the attached response regarding your public information request submitted to the Travis County Tax Office.

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On behalf of Matthew R. Entsminger

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DAVID A. ESCAMILLA
COUNTY ATTORNEY

DAN HAMRE
FIRST ASSISTANT
SHERINE E. THOMAS †
EXECUTIVE COUNTY ATTORNEY
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GRANGER BLDG., 5TH FLOOR
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July 18, 2019

TRANSACTIONS DIVISION

ANN-MARIE SHEELY, DIRECTOR
BARBARA J. WILSON
JENNIFER KRABER
C.J. BRANDT, JR.
JAMES D. NICKELL
MATTHEW R. ENTSMINGER
† Member of the College
of the State Bar of Texas

Hand Delivered

Mr. Justin Gordon, Division Chief
Office of the Attorney General of Texas—Open Records Division
P.O. Box 12548
Austin, Texas 78711-2548

Re: Request from **Austin R. Evers—Withdrawal of Request for Ruling;**
Document ID# 719197-1

Dear Mr. Gordon:

The Travis County Tax Office ("TCTO") received the above-referenced request for public information on June 25, 2019. On July 10, 2019, TCTO submitted a request for an open records ruling on the matter. However, TCTO no longer objects to release of the responsive information and the records will be made available to the requestor. Accordingly, you may consider our request for a ruling withdrawn.

If you have any questions, please contact me at (512) 854-9642 or by e-mail at matthew.entsminger@traviscountytexas.gov.

Sincerely,

Matthew R. Entsminger
Assistant County Attorney

c: Gretchen Nagy, TCTO

(via email, without enclosures)

Austin R. Evers
American Oversight
1035 15th Street NW, Suite B255
Washington, DC 20005
(via email to: records@americanoversight.org, without enclosures)

721864-1 302



publicrequest.p
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DAVID A. ESCAMILLA
COUNTY ATTORNEY

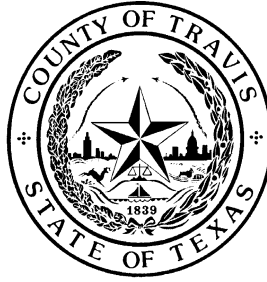
DAN HAMRE
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TRANSACTIONS DIVISION

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JAMES D. NICKELL

MATTHEW R. ENTSMINGER

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July 18, 2019

Hand Delivered

Mr. Justin Gordon, Division Chief
Office of the Attorney General of Texas—Open Records Division
P.O. Box 12548
Austin, Texas 78711-2548

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Document ID# 719197-1

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If you have any questions, please contact me at (512) 854-9642 or by e-mail at matthew.entsminger@traviscountytexas.gov.

Sincerely,

Matthew R. Entsminger
Assistant County Attorney

c: Gretchen Nagy, TCTO
(via email, without enclosures)

Austin R. Evers
American Oversight
1035 15th Street NW, Suite B255
Washington, DC 20005
(via email to: records@americanoversight.org, without enclosures)

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:32 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/CC-930) - Upcoming Training Opportunities
Attachments: Training Topics.xlsx

Gaby,

Gretchen called me today and asked that I forward you emails from SOS for an open records request. She said you would be expecting them.
I'm starting now, just letting you know!

Thanks,
Amanda

From: Betsy Schonhoff [mailto:BSchonhoff@sos.texas.gov]
Sent: Tuesday, January 24, 2017 7:55 AM
To: VRTeam
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/CC-930) - Upcoming Training Opportunities

The Office of the Secretary of State will resume offering monthly Internet **TEAM** training sessions beginning in February 2017. Attached is a list of classes that we will be targeting this year. Please note that not all classes are currently available for sign up. The following **WebEx** classes are now available for counties to register to attend:

CLASS DATE	CLASS TIME	CLASS SUBJECT	TOPICS TO COVER
FEBRUARY 7 th & 9 th	10:00 AM & 2:00 PM	Registering Voters	Best Practices • Applicable REPORTS (NVRA Tracking)
FEBRUARY 21 st & 23 rd	10:00 AM & 2:00 PM	Elections & Polling Places	• Setting up an Election (Inheriting and adding other elections) • Managing your Election Calendar • Assigning polling locations/poll workers • Associating your Polling Locations • Applicable REPORTS
MARCH 7 th & 9 th	10:00 AM & 2:00 PM	Dashboard Items	• Assigning tasks to voters in TEAM • Review of the Tasks on the Dashboard • Resolving tasks
MARCH 21 st & 23 rd	10:00 AM & 2:00 PM	FPCA'S and ABBM'S	• Managing & Recording your Absentee Voters in TEAM • Applicable REPORTS • FPCA & ABBM Absentee Ballot Reports • Ballot Activity Codes • Linked FPCA (SC 90) & Voter Records (SC 91)

These classes start at either 10:00 AM or 2:00 PM, and you should allow at least one hour for each session. Classes are conducted through the Internet with a product called WebEx. The county must have access to a computer, the Internet and a phone to participate in this web training. There are no registration fees for this Internet TEAM training, and online registration is now available on our website at <https://webservices.sos.state.tx.us/teamreg/login.asp>.

We will only allow sign-ups for a class to be held within the next two months and will periodically send out emails as new classes are available. In order to sign up, you will be required to provide a user name, which is your county—selected from the drop down menu—and your password, which is **teamwork01**.

Once a class is full, there are no allowances for additional participants, as each class will accommodate only 24 participants per class. We will continue hosting these webinars on a first-come, first-served basis. ***We strongly encourage users within the same office to share the web portion***, so that we can allow as many people as possible to attend these sessions. Each class must have at least 4 participants, or it may be subject to cancellation.

After your registration has been processed via the web, you will receive an email notification confirming your registration, and be provided the link to your Internet TEAM training course and the call-in number.

Please be advised that you will be expected to read specific manuals, which will be posted to DocShare site BEFORE the class begins. Classes will be conducted with the assumption that you have read this information in advance. We may schedule additional Internet TEAM trainings depending on demand.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

This electronic mail message, including any attachments, may be confidential or privileged under applicable law. This email is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this email, you are notified that any use, dissemination, distribution, copying, disclosure or any other action taken in relation to the content of this email including any attachments is strictly prohibited. If you have received this email in error, please notify the sender immediately and permanently delete the original and any copy of this email, including secure destruction of any printouts.

CLASS SUBJECT	TOPICS TO COVER	APPLICABLE TO:	ASSOCIATED MINI-MANUAL (Currently Available on DocShare)
ACTIVE VS. INACTIVE FILES	Files required to be maintained by the Voter Registrar: • What information should be retained • How should the information be stored	Voter Registrars/ Election Administrators	• Active VS Inactive FAQ • Active VS Inactive File Storage Policy
CANCELLATIONS / REINSTATEMENTS & STATEMENTS OF RESIDENCE	• Handling cancellations • When to reinstate a voter • Applicable REPORTS • Statements of Residence & Clerical Changes: Focused on processing statements of residence, and updating information to a voter record. This class would be beneficial to all counties	Voter Registrars/ Election Administrators	
DASHBOARD ITEMS	• Assigning tasks to voters in TEAM • Review of the Tasks on the Dashboard • Resolving tasks	Voter Registrars/ Election Administrators	TEAM Training Manual - pp 123-168
DISTRICTS & THE STREET INDEX	• Working your manage instrument batch window • Managing your street index • Adding new streets • Changing ranges • District associations • Applicable REPORTS	Voter Registrars/ Election Administrators	TEAM Training Manual - pp 33-52
DPS WEB PORTAL	Using the DPS Web Portal	Voter Registrars/ Election Administrators	DPS Voter Inquiry Web Portal
ELECTIONS & POLLING PLACES	• Setting up an Election (Inheriting and adding other elections) • Managing your Election Calendar • Assigning polling locations/poll workers • Associating your Polling Locations • Applicable REPORTS	ALL Election Staff performing this type of work.	Elections and Polls
EVENTS AFTER THE ELECTION	o Entering Voting History o Provisional Ballot Process o Statements of Residence o Forms and Documents o New Voter ID Requirements • Applicable REPORTS	Voter Registrars/ Election Administrators	• Voting History • TEAM Training Manual - pp 54-57
FPCA'S AND ABBM'S	• Managing & Recording your Absentee Voters in TEAM • Applicable REPORTS • FPCA & ABBM Absentee Ballot Reports • Ballot Activity Codes • Linked FPCA (SC 90) & Voter Records (SC 91)	Early Voting Clerks	• FPCA Affirmation Reasons - VR • TEAM Training Manual - pp 70-85
JURY MANAGEMENT (OFFLINE)	• Accessing your reconstituted jury wheel through the County Data Website • Submitting Jury Exemption information through the County Data Website • Reports • Maintaining Users • Applicable REPORTS	Jury Users	
JURY MANAGEMENT (ONLINE)	• County settings, Adding and Maintaining Courts, Judges & Charities • Maintaining Potential Jurors, including updating jurors and applying exemptions • Jury Pool Management – Creating and Maintaining a Jury Pool • Ability to create/print jury summons cards or letters • Reports & Batch Printing • Maintaining Users • Ability to track donations made by jurors to specific charities • Applicable REPORTS	Jury Users	Jury Management Manual User Guide
MASS MAIL OUT	• How to prepare for a mass mail out o What you need to know o When it should be done o How to handle returned cards.	Voter Registrars/ Election Administrators	
PEACE OFFICE CONFIDENTIALITY	• Applications received from DPS • How to Process VR applications for Peace Officers • Participating in the program by registering directly with the registrar	Voter Registrars/ Election Administrators	Peace Office Confidentiality
RECORD RETENTION; PUBLIC INFORMATION REPORTS	• Length of Time records should be retained • How and where to store information • Review of Public Information window and functionality • Applicable REPORTS	ALL Election Staff performing this type of work.	
REGISTERING VOTERS	Best Practices • Applicable REPORTS (NVRA Tracking)	Voter Registrars/ Election Administrators	Processing a Voter Application
VOTING HISTORY	• Entering Voting History in TEAM • Voters who Voted in Election Reports • How it works with the Official Voting List • Limited Ballots • Provisional Ballots • Applicable REPORTS	ALL Election Staff performing this type of work.	Voting History

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:35 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/CC-901) - Upcoming Training Opportunities

From: Gloria Martinez [mailto:GMartinez@sos.texas.gov]
Sent: Wednesday, March 15, 2017 10:50 AM
To: Amanda Katzer
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/CC-901) - Upcoming Training Opportunities

Dear Counties,

The Office of the Secretary of State is continuing its effort in offering monthly Internet **TEAM** training sessions. Attached is a list of classes that we will be targeting this year. Please note that not all classes are currently available for sign up. The following **WebEx** classes are now available for counties to register to attend in April & May 2017:

CLASS DATE	CLASS TIME	CLASS SUBJECT	TOPICS TO COVER	APPLICABLE TO:
April 4 th & 6 th	10:00 AM & 2:00 PM	Districts & the Street Index	<ul style="list-style-type: none">• Managing your Street Index• Adding new streets• Changing ranges• District associations• Applicable REPORTS	Online County Voter Registrars/ Election Administrators
April 18 th & 20 th	10:00 AM & 2:00 PM	Cancellations / Reinstatements & Statements of Residence	<ul style="list-style-type: none">• Handling cancellations• When to reinstate a voter• Applicable REPORTS• Statements of Residence & Clerical Changes: Focused on processing statements of residence, and updating information to a voter record. This class would be beneficial to all counties.	Online & Offline County Voter Registrars / Election Administrators
May 9 th & 11 th	10:00 AM & 2:00 PM	Voting History	<ul style="list-style-type: none">• Entering Voting History in TEAM• Voters who Voted in Election Reports• How it works with the Official Voting List• Limited Ballots• Provisional Ballots• Applicable REPORTS	All Election Staff perform this type of work. (Online Offline)
May 23 rd & 25 th	10:00 AM & 2:00 PM	Active vs. Inactive Files	<p>Files required to be maintained by the Voter Registrar:</p> <ul style="list-style-type: none">• What information should be retained• How should the information be retained	Online & Offline County Voter Registrars / Election Administrators

These classes start at either 10:00 AM or 2:00 PM, and you should allow at least one hour for each session. Classes are conducted through the Internet with a product called WebEx. The county must have access

to a computer, the Internet and a phone to participate in this web training. There are no registration fees for this Internet TEAM training, and online registration is now available on our website at <https://webservices.sos.state.tx.us/teamreg/login.asp>.

We will only allow sign-ups for a class to be held within the next two months and will periodically send out emails as new classes are available. In order to sign up, you will be required to provide a user name, which is your county—selected from the drop down menu—and your password, which is **teamwork01**.

Once a class is full, there are no allowances for additional participants, as each class will accommodate only 24 participants per class. We will continue hosting these webinars on a first-come, first-served basis. ***We strongly encourage users within the same office to share the web portion***, so that we can allow as many people as possible to attend these sessions. Each class must have at least 4 participants, or it may be subject to cancellation.

After your registration has been processed via the web, you will receive an email notification confirming your registration, and be provided the link to your Internet TEAM training course and the call-in number.

Please be advised that you will be expected to read specific manuals, which will be posted to DocShare site BEFORE the class begins. Classes will be conducted with the assumption that you have read this information in advance. We may schedule additional Internet TEAM trainings depending on demand.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

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The State of Texas




Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.state.tx.us

Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

Rolando B. Pablos
Secretary of State

MEMORANDUM

To: All Tax Assessor-Collectors/Voter Registrars
From: Keith Ingram, Director 
Date: April 4, 2017
RE: Voter Registration Postmarks and Cut-Off Dates

As a reminder, Thursday, April 6, 2017 is the last day for a voter to register to vote in the upcoming November General Election. With the 2011 USPS change in requirements, there are occasions where USPS is not postmarking the voter's application card. In order to handle this situation, we have developed a recommended order of identification to help registrars determine whether or not an application should be considered to be timely. The dates that can be used, in order, should they appear, are:

Applications Sent Directly to the County

1. A postmark directly on the voter application or accompanying envelope.
2. The date written in by the applicant next to their signature.
3. If none of these exist, then the date received by the voter registrar's office should be used.

Applications Sent from the Secretary of State's Office

When our office receives applications, we sort them by county and then mail them to Voter Registrars. If you receive a packet of applications from us, please use the following dates:

1. The date postmarked on the envelope sent to you by the Secretary of State's office.
2. If the date postmarked on an envelope sent to you by the Secretary of State's office is after the deadline, we will include a note stating that the applications were received on or before the deadline. (See the attached sample.)

Please keep in mind that the only time that the Secretary of State's office will include a note or letter (sample attached) is when the applications received are close enough to the registration cut-off that it needs to be clear that the registrations are eligible for the current election. If no notice is included, then the voter will be eligible for the next election. If there was no note in the

MEMORANDUM - Page 2

envelope from the SOS with the registrations, then all of the applications were received by us after April 6 or the appropriate cut-off date for the next election, regardless of what the applicant may have written on it.

If an envelope containing voter applications is mailed from a source other than the Secretary of State and the manila envelope bears a post office cancellation mark, then all of the VR applications contained in the envelope should be treated as having been postmarked on the same day. If the manila envelope is unmarked and there is no indication as to when the envelope was sent, the voters might be treated as having registered on the date the applications were received.

Should you have any questions or concerns regarding this information or need additional information, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

KI:BS

The State of Texas

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.state.tx.us



Rolando B. Pablos
Secretary of State

Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

THE ENCLOSED VOTER REGISTRATION APPLICATIONS WITHOUT POSTMARKS CAME TO OUR OFFICE IN PACKAGES WHICH WERE POSTMARKED ON OR BEFORE APRIL 6, 2017. THE VOTERS ARE ELIGIBLE FOR THE MAY 6, 2017 UNIFORM ELECTIONS. ANY QUESTIONS PLEASE CALL LOURI O'LEARY WITH THE ELECTIONS DIVISION TOLL-FREE AT 1-800-252-2216 OR EMAIL LOLEARY@SOS.TEXAS.GOV

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Tuesday, April 04, 2017 8:00 AM
To: VRTeam
Subject: {EXTERNAL} MASS EMAIL ADVISORY (VR/EA-652) -Voter registration deadline memorandum
Attachments: VR Application Sample Notification - May 6, 2017.pdf; VR Application Sample Notification.pdf

To: All Tax Assessor-Collectors/Voter Registrars

From: Keith Ingram, Director

Date: April 4, 2017

RE: Voter Registration Postmarks and Cut-Off Dates

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If an envelope containing voter applications is mailed from a source other than the Secretary of State and the manila envelope bears a post office cancellation mark, then all of the VR applications contained in the envelope should be treated as having been postmarked on the same day. If the manila envelope is unmarked and there is no indication as to when the envelope was sent, the voters might be treated as having registered on the date the applications were received.

Should you have any questions or concerns regarding this information or need additional information, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

KI:BS

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Saturday, May 06, 2017 10:42 AM
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/CC/EA/V-912) - Updates to TEAM

Dear Counties:

We are still working hard to produce new updates that benefit and improve the counties experience and workflow in the redeveloped system. Below are some improvements that you will see starting Sunday (**May 7th**):

ALL County Resolutions/Information REPORTS

- **Reports > Public Reports > Statistical Reports > Registered Voters - Display Hispanic Designation** - The CSV version of the Registered Voters report was not displaying the % of Hispanic Voters, this issue has been resolved and the report now shows the percentage.
- **Reports > Public Reports > Statistical Reports > Cancellation Summary** - We have made a cosmetic change to our Cancellation Summary Report, Column 2 now has the heading of "Suspense Cancellation" instead of "Suspense Purge".

HB 2512 – updating Last 4 (only) or Empty SSNs on voter records to Full 9 - The passage of H.B. 2512 in the 83rd Legislative Session in 2013 allowed DPS to disclose full social security numbers to the Office of the Secretary of State for purposes of voter registration and the administration of elections. As a reminder, the Matching Criteria for determining when to update a record is when the following data components are held in common between the voter record and the record on file with DPS:

- TDL + First Name + Last Name + Date of Birth + Last 4 SSN, then the record is updated with the Full 9 from DPS, or
- TDL + First Name + Last Name + Date of Birth in which the Voter has no SSN on file, then the record is updated with the Full 9 from DPS

Our office is in the final stages of testing this process. We will send out a separate E-mail Advisory notification to let counties know when we will run this in Production (most likely in June or July). Please note that online counties will not need to take any action. Offline counties, however, will receive a voter export for all S, V, and C records that are updated as part of this process. Records will be sent as ET99 records, and the county should use the file to update the voter records to reflect the full SSN for the corresponding Voter.

Death Master File Processing – Due to changes in requirements by NTIS for the use of the Social Security Administration's Death Master File (DMF), our office will be moving from the quarterly processing of DMF files to a weekly process. We will send out a notification when we implement this cutover for the first time, as counties should on the first run, expect to see a higher number of Cancelled and Possible Deceased Tasks on the first run due to the fact that we have been holding on to the weekly files until the process is fully integrated with the TEAM system. After that, counties should expect to see files on a regular (weekly) basis. Please note, however, that this will not change the workflow of this information through the TEAM system. Offline counties will still receive Weak Match Notifications as ET3 records and all counties will be assigned Cancel Code 29 to the Strong Match Cancelled records.

ONLINE County Specific Resolutions/Information

Redistricting - The formats and spelling for some of redistricting reports have now been resolved. The word Comparison and Overlapping are now spelled correctly. The Plan Comparison Street Report and Plan Comparison Voter Update Report are now in row format.

"DPS - Accept" results in Spinning - It was reported by Online counties that accepting a DPS application resulted in spinning, which never resulted in the voter record completing. In order to address this, the county was having to return to the main Dashboard screen and re-work the record. This issue has been resolved, so that counties should now be able to process the application to completion upon the first time the Accept button is selected.

GENERATING a Notice of Address Confirmation

- **Activities > Voter List Maintenance > Returned Mail W/O Forwarding Address giving 404 File Error Message** - It was reported that when trying to send a "Notice of Address Confirmation" W/O a forwarding address from Activities/Voter List Maintenance/Voter Tasks/Voter Task Search screen the user would get an error message, even though the Notice of Address Confirmation was correctly posted to the county Dashboard and could be issued. This issue has now been resolved.
- **Dashboard - Batch Print - Voter Mailing Label Avery 5160 - Selecting 30 Labels to Print to a Sheet** - When a user generates a Notice of Address Confirmation from Activities > Voter List Maintenance > Returned Mail With or W/O a Forwarding Address, a Voter Mailing Label is also generated with the notice. A user will now be able to select and print up to (30) thirty Voter Mailing Labels on one sheet of Avery Labels 5160.

Transfer Voter with ABBM history in Prior County - Counties reported they were unable to enter absentee voting history for voters transferred in from an old county where the old county had already entered absentee voting history for that same election. This has been corrected; counties transferring in voters are now able to enter all absentee voting history for the voter. The old county's ABBM will show as cancelled.

REPORT-Street List: District Filter - It was reported that the Excel & CSV versions of the "Street List" report were not populating all the minor and major district fields associated to a street when the report is run for a specified district. This issue is now resolved and all districts associated to each street will show on the report.

Texas Online Applications - It was reported that on the TX Online Applications, a county could select "Continue" in the Change Voter screen without entering data in the "Search Street Name". This issue has been resolved. The system will now require the user to "Search Street" before continuing to the "Accept Voter" screen.

OFFLINE County Specific Resolutions/Information

County Voter Sync - It was reported that when the county submitted a sync file and the file included a voter's address as a parcel address, but the address in TEAM was parted, that the system was not returning that record with an Error Code #7 to indicate a residential mismatch. Please note that this issue has been resolved, and the county sync program is now appropriately reporting all Error Codes with each corresponding record.

"Unexpected Error Messages" - It was reported that counties were receiving unexpected error messages in their Error/Reject files. The issue causing these records to be returned as rejected with an Unexpected Error reason has been resolved, so that counties should no longer see this reason in their Error file.

Please note that the system will be down from 3 am to 7 am (**Sunday**) morning to apply these updates.

Should you have any questions or concerns regarding this information or need additional information, please do not hesitate to contact a member of the VR Team at (800) 252-2216, option 1. Thank you.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

Gretchen Nagy

From: Brenda Hester <BHester@sos.texas.gov>
Sent: Wednesday, May 10, 2017 7:41 AM
To: Amanda Katzer; Bruce Elfant; Gretchen Nagy; Kyle Rush; Leeann Castillo; Monica Johns; Tina Morton
Cc: Betsy Schonhoff
Subject: {EXTERNAL} DPS XML Voter Import service completed processing with FAILURES - Travis
Importance: High

The Miscellaneous file on the CDW contains a DPS record meant for your county that was rejected by the SOS automated process. It failed because it did not meet our internal criteria. The file may also contain other records but we can't remove these records, so please disregard and only work the file for Travis County for Tammy Renee Goforth. If the file contains all the needed information, you may register the voter. If not, then as you are able to, do contact this voter and send them a Notice of Incomplete.

County Data WebSite > File Download

Previously Downloaded?

No

File to Receive

Travis_err_dps_000_20170510031500.xml.129727.zip

If you find that this record does not belong to your county, simply respond to this email and let me know.

Brenda Hester
800-252-2216 Opt 1

Gretchen Nagy

From: Brenda Hester <BHester@sos.texas.gov>
Sent: Thursday, June 01, 2017 8:38 AM
To: Amanda Katzer; Bruce Elfant; Gretchen Nagy; Kyle Rush; Leeann Castillo; Monica Johns; Tina Morton
Cc: Betsy Schonhoff
Subject: {EXTERNAL} DPS XML Voter Import service completed processing with FAILURES - Travis
Importance: High

The Miscellaneous file on the CDW contains a DPS record meant for your county that was rejected by the SOS automated process. It failed because it did not meet our internal criteria. The file may also contain other records but we can't remove these records, so please disregard and only work the file for Travis County for Anthony Eugene Robinson. If the file contains all the needed information, you may register the voter. If not, then as you are able to, do contact this voter and send them a Notice of Incomplete.

County Data WebSite > File Download

Previously Downloaded?	File to Receive
No	Travis_en_dps_000_20170601031500.xml.133498.zip

If you find that this record does not belong to your county, simply respond to this email and let me know.

Brenda Hester
800-252-2216 Opt 1

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Wednesday, June 07, 2017 6:56 PM
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA-656) - Legislative Change: Immediate Action Required

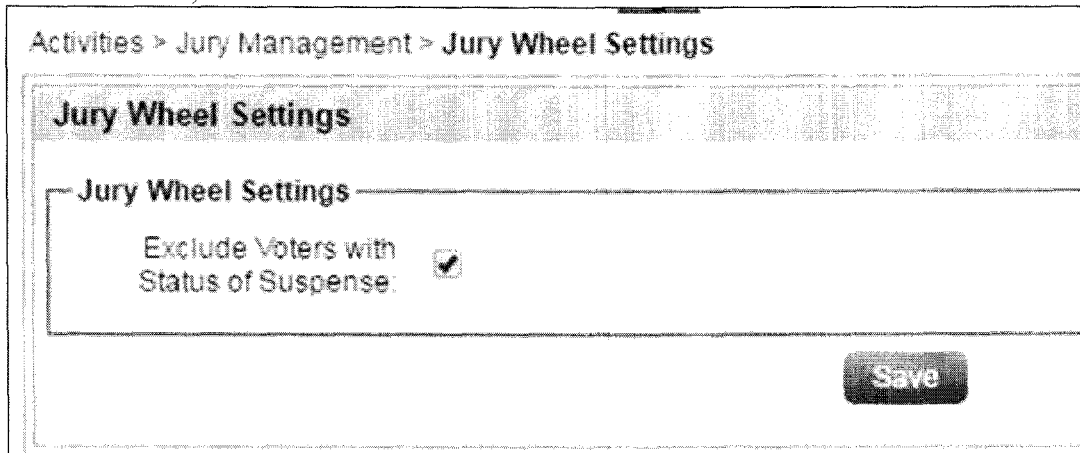
Importance: High

APPLICABLE TO ALL COUNTIES – Online and Offline

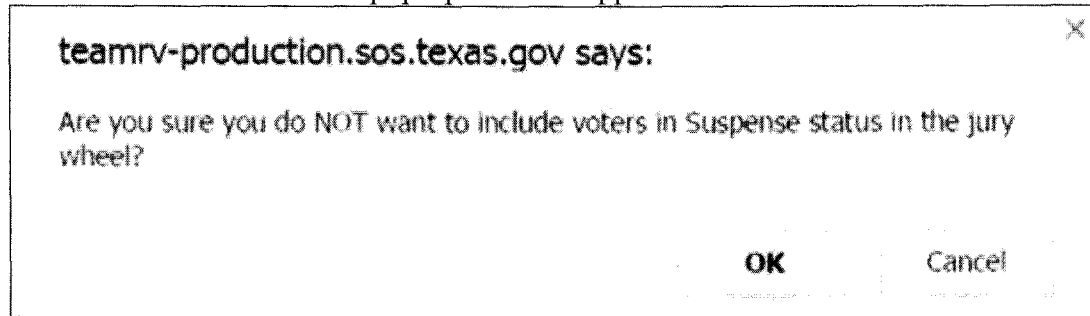
Dear Voter Registrars/ Election Administrators:

On May 29, 2017, the Governor signed HB1103, which is now in effect. This bill modifies Section 62.001(d), Government Code, to **require Voter Registrars** to exclude the names of persons on the suspense list from the jury list when the wheel is reconstituted. In order to comply with this change in law, please have either a Senior or Deputy in your county log into TEAM and update/validate the Jury Wheel Settings as follows:

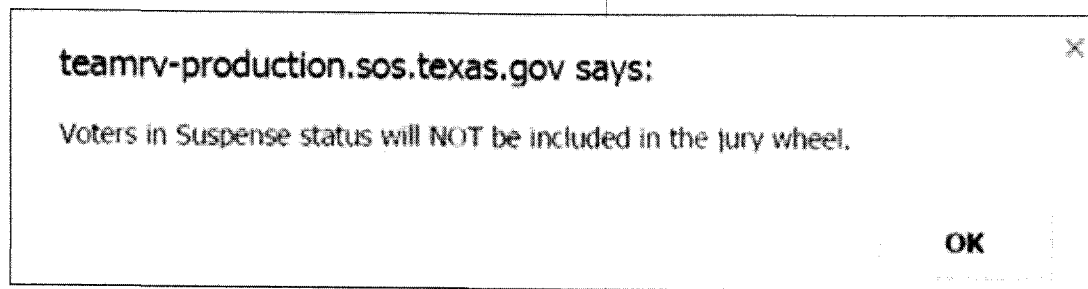
1. Navigate to Activities > Jury Management > Jury Wheel Settings
2. Make sure the “Exclude Voters with Status of Suspense” box is check marked. If so, no further action is needed. If not, click on the box to checkmark it. It should look like this:



3. Click the “Save” button. A pop-up box will appear that reads:



4. Click “OK”.
5. A Pop-up box confirming the voters have been excluded will appear. Click OK.



6. E-mail Gloria Martinez at gmartinez@sos.texas.gov to report that your county has excluded Suspense Voters from the Jury Wheel.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Tuesday, June 13, 2017 3:26 PM
Subject: {EXTERNAL} Mass E-Mail Advisory (VR/EA/DC/V-1393)- Legislative Update: Jury Summons Information that may be shared
Attachments: Jury Quick Reference Guide - updated 6.12.17.pdf
Importance: High

Dear Clerks of the Court and Voter Registrars:

On June 12, 2017, HB4034 went into effect. This bill, among other things, modified Section 62.0132(g) of Texas Government Code to allow information contained in a completed questionnaire to be disclosed to the voter registrar of a county in connection with any matter of voter registration or the administration of elections.

PLEASE NOTE: That this bill specifically excludes information provided that is related to Section 62.102(8) or (9), which means a person claiming exemption due to (8) being convicted of misdemeanor theft or a felony; or (9) being under indictment or other legal accusation for **misdemeanor theft or a felony still may not be shared with the voter registrar.**

Rather, this modification in language now allows the Clerk of the Court to share with the voter registrar a jury summons that has been returned with an indication that the juror is underage or deceased or the summons is returned due to a bad mailing address. Voter Registrars may use an underage notation to initiate a Notice of Examination, a deceased notation to initiate a Notice of Examination (Verification of Voter Status) and the returned summons for bad address information to initiate a Notice of Address Confirmation (to place the voter in Suspense). Attached is an updated Jury Quick Reference Guide reflecting this update in law, which is now in effect.

As a reminder, with the passage of HB1103, which is also now in effect, voters in a Suspense status will be excluded from any future Jury Wheel Reconstitution at the time that the reconstitution occurs. It will not, however, exclude voters being placed in a Suspense Status after your county's wheel has been reconstituted. District Clerks using TEAM should have received a separate email regarding the option to exclude voters being placed in a Suspense or Cancelled status from a jury pool at the time the jury is pulled.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

JURY QUICK REFERENCE

What is shared	Filed with?	Shared with?	When is it shared?	Voter Impact	Applicable Portion of law	Jury Action Item
Citizenship Excuses or Disqualifications (Non U.S. Citizen)	Clerk of the Court	Voter Registrar & Secretary of State	No later than the 10 th of each month	Registrar must send Notice of Investigation (Proof of Citizenship Examination Notice)	- 62.113, Gov't Code - 16.0332, Election Code - 18.068, Election Code	VR will take no action on the juror record. Clerk of Court may choose to enter disqualification for juror in TEAM (or submit as part of annual Jury Wheel Import file reporting). Note, the marking of the juror record is optional.
FPCA	Voter Registrar			Voter registration or Voter update	- Rule 81.40, Administrative Code	Voter Registrar required to enter jury exemption into TEAM if FPCA and voter record are not linked.
Inability to Comprehend or Speak English Exemption (Court Order)	Clerk of the Court	Voter Registrar	Promptly	None	- 62.109(c), Gov't Code - 62.001(e), Gov't Code	Voter Registrar required to enter or submit via Jury Wheel Import into TEAM.
Judicial Excuse Exemption (Court Order)	Clerk of the Court			None	- 62.001(e), Gov't Code	Voter Registrar required to enter or Submit via Jury Wheel Import into TEAM.
Mental Impairment - either with or without the right to vote - Exemption (Court Order)	Clerk of the Court	Voter Registrar	Promptly	If Court Order includes: "Without the right to vote", then voter is cancelled immediately.	- 62.109(c), Gov't Code - 62.001(e), Gov't Code - 16.031(a)(3), Election Code	Voter Registrar required to enter or submit via Jury Wheel Import into TEAM.
Non County Resident Excuses or Disqualifications	Clerk of the Court	Voter Registrar	No later than the 10 th of each month	Registrar must send Notice of Address Confirmation and Response device	- 62.114, Gov't Code - 15.081(a)(3), Election Code	VR will take no action on the juror record. Clerk of Court may choose to enter disqualification for juror in TEAM (or submit as part of annual Jury Wheel Import file reporting). Note, the marking of the juror record is optional.
Other Jury Summons Response information -- Under 18 years of age -- Deceased notation on form -- Returned Mail for address issues	Clerk of the Court	Voter Registrar		-- Under Age: Registrar should send Notice of Examination -- Deceased: Registrar may send Notice of Examination (Verification of Voter Status) -- Returned Mail: Registrar should send a Notice of Address Confirmation	- 62.0132(g), Gov't Code - 62.102(8), Gov't Code - 62.102(9), Gov't Code - 11.002(a), Election Code - 15.051(a), Election Code - 16.033(b), Election Code	Clerk of Court may choose to enter information for juror in TEAM. Note, the marking of the juror record is optional.

Updated as of 6.12.17

JURY QUICK REFERENCE - Continued

What is shared	Filed with?	Shared with?	When is it shared?	Voter Impact	Applicable Portion of law	Jury Action Item
Permanent Exemption for over 70	Clerk of the Court	Voter Registrar	Promptly	None	- 62.107(c), Gov't Code - 62.108, Gov't Code - 62.001(e), Gov't Code	Voter Registrar required to enter or submit via Jury Wheel Import into TEAM.
Permanent Exemption for over 70	Voter Registrar			None	- 62.108, Gov't Code - 62.001(e), Gov't Code	Voter Registrar required to enter or submit via Jury Wheel Import into TEAM.
Physical Impairment Exemption (Court Order)	Clerk of the Court	Voter Registrar	Promptly	None	- 62.109(c), Gov't Code - 62.001(e), Gov't Code	Voter Registrar required to enter or submit via Jury Wheel Import into TEAM.
Sworn Statement filed with Voter Registrar	Voter Registrar	Clerk of the Court	(No legal deadline)	None	- 62.107(b), Gov't Code	Voter Registrar required to enter into TEAM.

*****NOTE: DECEASED INFORMATION** - Applications for probate of a will, administration of decedent's estate, or determination of heirship and affidavits under Section 137, Texas Probate Code should be sent monthly to the Voter Registrar and Secretary of State by the 10th of the month (16.001(b), Election Code). This is not the same as information returned on a jury summons.

Gretchen Nagy

From: Brenda Hester <BHester@sos.texas.gov>
Sent: Tuesday, June 20, 2017 8:12 AM
To: Amanda Katzer; Bruce Elfant; Gretchen Nagy; Kyle Rush; Leeann Castillo; Monica Johns; Tina Morton
Cc: Betsy Schonhoff
Subject: {EXTERNAL} DPS XML Voter Import service completed processing with FAILURES - Travis

The Miscellaneous file on the CDW contains a DPS record meant for your county that was rejected by the SOS automated process. It failed because it did not meet our internal criteria. The file may also contain other records but we can't remove these records, so please disregard and only work the file for Travis County for Paige Finlay Yim. If the file contains all the needed information, you may register the voter. If not, then as you are able to, do contact this voter and send them a Notice of Incomplete.

County Data WebSite > File Download

Previously Downloaded?

No

File to Receive

travis_err_dps_000_20170620031500.xml 137032.zip

If you find that this record does not belong to your county, simply respond to this email and let me know.

Brenda Hester
800-252-2216 Opt 1

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Tuesday, June 27, 2017 8:21 AM
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/V-665) - Legislative Update (Date of Birth)
Attachments: Date of Birth Update Request_BW4-7bFM_6.12.17.docx; Notice of Examination for Death (Verification of Voter Status)_BW4-7aFM (2) 1.28.15.docx

Dear Voter Registrars,

On June 12, 2017, [HB4034](#) went into effect. This bill, among other things, modified Section 18.061(c), Election Code to allow the Secretary of State to prescribe procedures ensuring that each voter registrar collects and reports the correct month, day, and year of birth for each registered voter. To that end, effective immediately, every registrar should do the following now and on an annual basis each summer:

1. Evaluate your voter rolls and identify any voter record with a default date of birth or whose date of birth exceeds 100 years of age. We include 100 years of age as a demarcation because a number of counties upon converting to the online system in 2007 used various default dates of birth that should place individuals with a default date of birth over 100 years of age.
2. For any voter using a default date of birth, the county may take one of the following actions:
 - a. **Recommended first contact:** Send the voter the attached “Date of Birth Update Request” letter (handled outside of voter registration system) requesting the voter update his/her date of birth. We are sending this to you in a word document, so that you may include information allowing the voter to contact you, such as your mailing address, phone number, fax number, and email address as well as the date in which you send these letters. A PDF copy of this form may also be downloaded from the [Voter Registration Forms](#) section of the Secretary of State’s Website. Any changes to this form, outside of providing contact information, must be approved in writing by our office. Please note that if you have not previously contacted the voter in an effort to get an updated date of birth or do not have reason to believe the person is, in fact, deceased, then you should send the voter this notice. You cannot cancel the voter for failure to reply to this notice. It is **optional** to mail the voter a new voter registration certificate after the voter updates their birth date.

OR

- b. For any voter whose date of birth (even a default date of birth) places the voter over 100 years of age, and for whom the registrar has reason to believe the voter is no longer eligible for registration (in accordance with Section 16.033, Election Code), the registrar should issue a Notice of Examination for Death (Verification of Voter Status Letter) – sample attached. This will start the 30-day countdown clock making the voter eligible for cancellation after the 30th day has been reached. Please note that notices sent under this section must **be mailed** by forwardable mail to the voter’s mailing address. The voter may not be cancelled until after the 30th day from the date the notice was actually mailed.

NOTE: Before sending a Notice of Examination for Death (Verification of Voter Status Letter) to any voter whose date of birth is listed as a default date of birth for your county, you should first send a Date of Birth Update Request to that voter, as described in 2.a., above.

As a reminder, during this process, if you identify any voter (outside of the default date of birth process noted above) who you have reason to believe is no longer living, you should issue a Notice of Examination for Death (Verification of Voter Status Letter) to the voter. Before sending a Notice of Examination for Death to any voter whose date of birth is listed as a default date of birth for your county, you should first send a Date of Birth Update Request to that voter. This process should be completed on an annual basis between the months of June and August.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

DATE OF BIRTH UPDATE REQUEST
(PETICIÓN PARA ACTUALIZACIÓN DE FECHA DE NACIMIENTO)

Date (Fecha): _____

Dear Voter:

Our records indicate that your voter registration record **does not** have a date of birth recorded on your voter registration record. Please note that your date of birth is required for voter registration. To that end, our office needs to hear back from you, so that we can append your date of birth to your voter record. Please respond by either:

1. Completing the form attached, signing and faxing it to my office,
2. Completing the form attached, signing and mailing it to my office, or
3. Signing, scanning and e-mailing it to my office.

We appreciate your prompt attention to this matter. For any questions, please contact my office.

Estimado/a Votante:

Nuestros archivos indican que su registro de votante **no contiene** su fecha de nacimiento. Favor notar que su fecha de nacimiento es requerida para su registro de votante. Por consiguiente, nuestra oficina necesita que se comuniquen con nosotros para así poder añadir su fecha de nacimiento en su registro de votante. Sírvase responder de la siguiente manera:

1. Completando la forma adjunta, firmando y enviándola via fax a mi oficina,
2. Completando la forma adjunta, firmando y enviándola por correo a mi oficina, o
3. Completando la forma adjunta, firmando, escaneando y enviándola por correo electrónico a mi oficina.

Le agradecemos su pronta atención. Si hay pregunta alguna, favor de comunicarse con mi oficina.

Voter Registrar / Registrador de Votantes

Voter Registrar's Telephone Number /
Número de Teléfono del Registrador de Votantes

DATE OF BIRTH UPDATE
(ACTUALIZACIÓN DE FECHA DE NACIMIENTO)

In order to update your date of birth, please note that the request must be signed and be made in, according to Texas Election Code. We will need enough information to identify the record being updated as well. At a minimum, we would request you provide your name and VUID number (which may be found on your voter certificate) or by looking yourself up on the Secretary of State's website: <https://teamrv-mvp.sos.texas.gov/MVP/mvp.do>. Please note, you may also contact my office by telephone at _____ for further assistance.

Para poder actualizar su fecha de nacimiento, favor notar que su petición deberá estar firmada y creada conforme al Código Electoral de Texas. Necesitaremos de igual manera suficiente información que nos permita identificar el registro que va a ser actualizado. Como mínimo, le pedimos proveer su nombre y número de VUID (el cual aparece en su certificado de votante) o puede ser obtenido ingresando a la página web de la Secretaría del Estado de Texas: <https://teamrv-mvp.sos.texas.gov/MVP/mvp.do>. Para mayor asistencia, sírvase contactar mi oficina al número de teléfono _____.

Name (Nombre)	Date of Birth (Fecha de Nacimiento)
Residence Address (number and street) (Dirección de Residencia (número y calle))	
City, State, Zip Code (Ciudad, Estado, y Código Postal)	
VUID Number (Número de VUID)	County of Residence (Condado de Residencia)
Telephone Number (Optional) (Número de Teléfono (Opcional))	

Sign Here (Firme Aquí) ► _____

Date (Fecha) ► _____

Return this form to:

Devuelva este formulario a:

County Voter Registrar

Registrador de Votantes del Condado

Or fax to (O fax a): _____

Or e-mail to (O e-mail a): _____

SAMPLE COUNTY Voter Registrar
123 MAIN STREET
SOMEWHERE, TX 70000-0000

Date

JOHN Q. VOTER
321 SAMPLE AVE
SOMEWHERE, TX 70000

VOID #:

VERIFICATION OF VOTER STATUS

Dear Voter:

It is the responsibility of my office to maintain an accurate list of registered voters in our county. This letter is being sent to you in accordance with my duty outlined in the Texas Election Code and is part of our ongoing effort to uphold our mandate of ensuring the integrity of the voter registration rolls.

My office, in accordance with state and federal laws, has received notification from another governmental agency that your voter registration information closely matches information for a deceased person in their records.

Please contact our office via phone or return this verification letter with your response within thirty (30) days. If we do not hear from you within the prescribed time period, then the above voter will be removed from the list of registered voters. The completed and signed verification form may also be hand delivered or mailed to my office at the address listed above.

Confirmation is hereby given that the person named above is:

☐ Deceased. Please cancel this registration. Relationship to voter: _____
☐ Not Deceased. Please update my registration. I confirm that my date of birth is ____ / ____ / ____.

Signature _____ Date _____

For any questions, please contact my office at _____.

Voter Registrar

SAMPLE COUNTY Voter Registrar
123 MAIN STREET
SOMEWHERE, TX 70000-0000

Date

JOHN Q. VOTER
321 SAMPLE AVE
SOMEWHERE, TX 70000

VUID #:

VERIFICACIÓN DEL ESTADO DEL VOTANTE

Estimado/a Votante:

Es responsabilidad de mi oficina mantener una lista exacta de votantes inscritos en nuestro condado. Le presento esta carta como parte del desempeño de mi cargo según el Código Electoral de Texas y como parte de nuestro esfuerzo en apoyar el mandato de proteger la integridad de la lista de votantes inscritos.

En cumplimiento de ciertas leyes estatales y federales, mi oficina ha recibido información de otra agencia gubernamental indicando que la información suya de votante coincide estrechamente con la de una persona difunta, según los registros de esa agencia.

Por favor comuníquese con nuestra oficina por teléfono o tenga la bondad de enviar su respuesta con esta misma carta de verificación dentro de treinta (30) días. Si no recibimos comunicado de usted dentro del periodo prescrito, quitaremos el registro de la persona indicada anteriormente de la lista de votantes inscritos. Este formulario, completado y firmado por usted, lo puede entregar en persona o enviarlo por correo a mi oficina en la dirección dada arriba.

Por la presente confirmo que la persona nombrada anteriormente:

☐ Ha fallecido. Por favor cancele su inscripción. Parentesco al votante: _____

☐ No ha fallecido. Por favor actualice mi inscripción. Confirmo que mi fecha de nacimiento es el ____ / ____ / ____.

Firma _____ Fecha _____

Si hay pregunta alguna, favor de comunicarse con mi oficina al _____.

Registrador de Votantes

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Friday, July 07, 2017 4:24 PM
To: VRTeam
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (OFF/V-224) - HB2512 TEAM UPDATE

The passage of H.B. 2512 in the 83rd Legislative Session in 2013 allowed DPS to disclose full social security numbers to the Office of the Secretary of State for purposes of voter registration and the administration of elections.

H.B. 2512 - amends the Transportation Code to include SOS, for the purposes of voter registration or the administration of elections, among the limited entities to which information provided on a driver's license application relating to the applicant's Social Security number may be disclosed and requires the Department of Public Safety of the State of Texas to disclose such information on request of SOS. The bill includes voter registration or the administration of elections by SOS among the matters for which disclosure of personal information obtained by an agency in connection with a motor vehicle record is required. The bill establishes that statutory provisions relating to the permitted disclosure of certain personal information obtained by an agency in connection with a motor vehicle record do not prohibit the disclosure of a person's photographic image to SOS for the purposes of voter registration or the administration of elections.

We last completed this activity at the end of 2014 and held off running this again until after the redevelopment implementation and the November 2016 Election.

This email is to notify you that we will be updating missing or partial social security numbers to full Social Security Numbers for all voters statewide over **the weekend of July 15-16, 2017**. Each offline county will receive information for ALL Active, Suspense and Cancelled voters within your county whose Social Security Number has been updated to a Full 9 Social as part of your voter export file. These updates will be sent to your county in an export (event type 99). You will need to update any voter record returned with the full 9 in your vendor's system. We have already notified all offline county vendors that this will be coming.

Should you have any questions or concerns regarding this information or need additional information, please do not hesitate to contact us.

Have a wonderful day!

Betsy Schonhoff
Voter Registration Manager
800-252-2216 option 1

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Monday, July 10, 2017 12:44 PM
To: VRTeam
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (OFF/V-223) - Voter Export Files

Dear Offline Counties-

It was brought to our attention this morning that voter export files posted on 07/07 and 07/08 were empty. Our IT personnel have manually exported the data for the following offline counties with the filenames mentioned:

County Code	File Name
11	vru_011_20170708234500
11	vru_011_20170707234500
14	vru_014_20170708234500
14	vru_014_20170707234500
15	vru_015_20170708234500
15	vru_015_20170707234500
31	vru_031_20170708234500
43	vru_043_20170708234500
43	vru_043_20170707234500
57	vru_057_20170708234500
57	vru_057_20170707234500
61	vru_061_20170708234500
61	vru_061_20170707234500
68	vru_068_20170708234500
68	vru_068_20170707234500
70	vru_070_20170708234500
70	vru_070_20170707234500
71	vru_071_20170708234500
72	vru_072_20170708234500
72	vru_072_20170707234500
79	vru_079_20170708234500
79	vru_079_20170707234500
91	vru_091_20170707234500
92	vru_092_20170707234500
94	vru_094_20170708234500
101	vru_101_20170708234500
105	vru_105_20170708234500
107	vru_107_20170708234500
108	vru_108_20170708234500
108	vru_108_20170707234500
123	vru_123_20170708234500

123	vru_123_20170708234500
123	vru_123_20170707234500
129	vru_129_20170708234500
152	vru_152_20170707234500
161	vru_161_20170707234500
165	vru_165_20170707234500
170	vru_170_20170707234500
178	vru_178_20170707234500
199	vru_199_20170707234500
212	vru_212_20170707234500
220	vru_220_20170707234500
227	vru_227_20170708234500
227	vru_227_20170707234500
240	vru_240_20170707234500
243	vru_243_20170708234500
243	vru_243_20170707234500
246	vru_246_20170707234500

We will continue to monitor the process tonight and ensure that records are exported correctly. If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Thursday, July 13, 2017 3:12 PM
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/V-669) - Legislative Update: HB4034
Duplicate Batch Process
Attachments: 2017 CEO Agenda.pdf
Importance: High

Dear Counties-

You have been receiving updates throughout the summer discussing changes HB4034, which was passed this legislative session and is now in effect, brings about as it relates to maintaining and updating the voter registration rolls. In addition to the changes previously discussed, this bill includes legislation requiring the Secretary of State to periodically compare voter information to determine whether any voters have more than one registration record on file. This bill further requires the Secretary of State to determine information combinations that constitute a weak match or a strong match in order to:

- Produce the least possible impact on Texas voters, and
- Fulfill its responsibility to manage voter rolls.

To that end, our office has created the Duplicate Batch Process, which we will be rolling out shortly after the Summer Seminar. In light of that, we plan to train on this process at the Summer Seminar (for counties registered to attend) and via Webinar immediately after the Seminar (for counties not registered to attend or who will otherwise not be able to have a Voter Registration representative present during the Seminar training). This training will provide details regarding a new list maintenance process. During this presentation, we will review changes made by HB4034 to Chapter 18 of the Election Code, and the process by which the voter rolls will be compared, possible duplicates identified, and tasks provided to the counties for further action/resolution. Because this is a change in how counties will handle the processing of potential duplicate notifications, all counties should have a voter registrar representative attend either the summer seminar training or the subsequent webinar. We will also be posting a Mini-Manual to the DocShare site for this process. We will send notification once it has been posted, so that you can begin reviewing the workflows tied to this process.

Counties with Voter Registration Representatives Attending the Seminar on August 2nd:

Attached is the revised Seminar Schedule, which has been adjusted to include training of the Duplicate Batch Process on Day 3. **All voter registrar representatives** attending the Seminar should plan to attend this training entitled "HB4034: Duplicate Batch Process", which is scheduled to be given:

**Wednesday, August 2, 2017 1:00 p.m. – 2:00 p.m. HB4034:
Duplicate Batch Process**

If your county is registered to attend the Seminar, but no one in the Voter Registration Department will be able to stay and attend this session, then please e-mail Gloria Martinez at gmartinez@sos.texas.gov to ask about the webinar options.

Counties with no Voter Registration Representative Registered for the Summer Seminar:

For those counties who do not have a voter registration representative signed up to attend the Summer Seminar, we will send a separate email to all you **no later than Friday, July 14** to sign up to attend a class via webinar the week following the Summer Seminar (August 7-11). This training will be a repeat of the training provided

during the Summer Seminar. We will be providing this speech via webinar to accommodate counties unable to send a representative to attend the Summer Seminar. You will need to be sure to have at least one representative from your office attend this class, to assist with the training of others in your office.

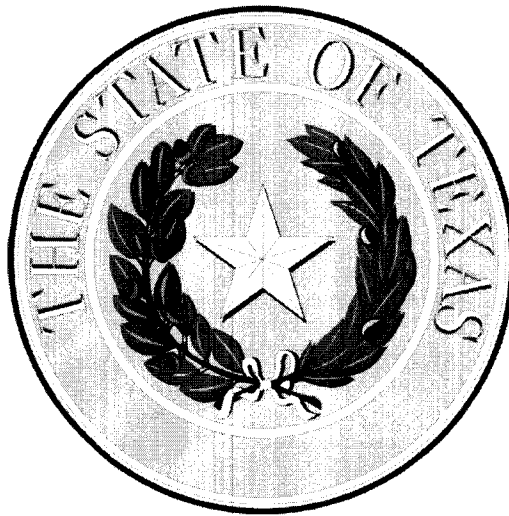
If you have any questions or concerns regarding this information, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

AGENDA

35th Annual Election Law Seminar County Election Officials



Renaissance Austin Hotel

July 31 – August 2, 2017

SEMINAR REGISTRATION DESK

The Secretary of State Registration Desk will be open 3:00 p.m. – 7:00 p.m. on Sunday, 7:00 a.m. – 6:00 p.m. on Monday, 7:30 a.m. – 5:00 p.m. on Tuesday, and 7:30 a.m. – 5:00 p.m. on Wednesday.

ELECTION DIVISION SUPPORT ROOM

ALL THREE GROUPS WILL BE LOCATED IN THE WEDGWOOD ROOM

Voter Registration staff will be available to discuss TEAM on Tuesday from 1:00 p.m. to 5:00 p.m.; and Wednesday from 8:00 a.m. to 4:00 p.m. The VR staff will not be available on Monday.

Election Funds Management staff will be available on Tuesday and Wednesday from 1:00 p.m. to 5:00 p.m. Attendees can access Chapter 19 and Primary Finance Information.

Legal staff will be available at limited times throughout the conference. Question slips may be completed and returned in the ballot boxes located at the registration desk and support room any time during the conference. These questions will be addressed during the Q&A sessions or via email upon conclusion of the conference.

CONTINUING EDUCATION & CERTIFICATES OF ATTENDANCE

County and District Clerks Association Members: If you are a member of CDCAT, be sure to pick up a continuing education form at the registration desk. You can mail or email the completed form to the Association (*see form for contact information*).

Evaluation and Certificate of Attendance: An email will be sent to you on August 3rd with a link to the evaluation form. Upon receipt of your evaluation, a certificate of attendance will be emailed to you.

For questions regarding these items, please see Louri O’Leary or Andria Perales during the conference.

SHUTTLE SCHEDULE

Complimentary transportation will be provided by **Star Shuttle & Charter** on a continuous basis to and from the host hotel and the overflow hotels.

- Renaissance Hotel 9721 Arboretum Boulevard (512) 343-2626
- DoubleTree Northwest 8901 Business Park Drive (512) 343-0888
- Hyatt House 10001 N. Capital of Texas Highway (512) 342-8080
- Hyatt Place 3612 Tudor Boulevard (512) 231-8491

The shuttle will be available at the following times on a continuous basis:

Sunday, July 30th from 2:00 p.m. to 8:00 p.m.

Monday, July 31th from 6:00 a.m. to 7:00 p.m.

Tuesday, Aug 1st from 6:30 a.m. to 6:00 p.m.

Wednesday, Aug 2nd from 6:30 a.m. to 6:00 p.m.

TEXAS LEGISLATIVE COUNCIL

The **Texas Legislative Council (TLC) Mapping and Redistricting Section** will be located in the Arbor with the Exhibitors. Staff will be available to answer questions about TLC's election and redistricting data, demonstrate TLC's District Viewer online interactive mapping application, the redistricting website, answer questions regarding any upcoming precinct changes, and take orders for small county maps with 2016 general election precincts. TLC can also email PDF versions of maps to counties upon request.

District Viewer, an online interactive mapping application, allows a user to look at the 2016 general election precinct boundaries with street names and to overlay the current congressional and legislative district boundaries. The user can zoom in and customize a map of an area of interest and download a screenshot of what they see for printing and emailing.

The TLC **Redistricting Website** has information and news about the recent legislative redistricting efforts and a link to the FTP site, where precinct boundaries, election data, and district boundaries are available to download.

TLC staff will be taking orders for small maps of counties with 2016 General Election precincts. Map orders must be placed on Monday or Tuesday for pickup at the seminar the next day. TLC staff will also be collecting information on 2017 Election precinct boundary changes from the counties.

DAY ONE

Monday, July 31, 2017

BREAKOUT SESSIONS BEGIN AT 3:00 P.M. — THE MAIN BALLROOM WILL BE DIVIDED FOR HART AND ES&S USERS
THE WEDGWOOD ROOM WILL BE FOR DOMINION

- 7:00 a.m. – 8:00 a.m. **BREAKFAST** WILL BE AVAILABLE IN THE BALLROOM FOYER
- 8:30 a.m. – 9:00 a.m. **Panel: Poll Worker Training and Recruitment**
Heather Hawthorne, Chambers County Clerk
Moderator: Tim Juro
- 9:00 a.m. – 10:15 a.m. **Preparing for and Conducting Voting By Mail**
Speakers: Caroline Geppert and Heidi Martinez
- 10:15 a.m. – 11:00 a.m. **Early Voting Ballot Board – Qualifying By Mail Ballots**
Speaker: Melanie Best
- 11:00 a.m. – 11:30 a.m. **Federal Voting Assistance Program**
Guest Speaker: David Beirne and Nathan Bacchus, Federal Voting Assistance Program
Moderator: Keith Ingram
- 11:30 a.m. – 12:45 p.m. **LUNCH ON YOUR OWN**
- 12:45 p.m. – 1:30 p.m. **Duties of County Election Officer**
Speaker: Heidi Martinez
- 1:30 p.m. – 2:30 p.m. **Duties of Election Judge**
Speaker: Tim Juro
- 2:30 p.m. – 3:00 p.m. **BREAK**
Light refreshments will be available. Exhibitors will be set-up all day. Please stop by and view their products.
- 3:00 p.m. – 5:00 p.m. **Breakout Voting Systems Workshops for Counties**
 - Preparing Your Ballot (Speakers: Keith Ingram or Christina Adkins)
 - Programming Your Voting System (Speakers: ES&S or Hart)
 - Testing Your Voting System (Speakers: ES&S or Hart)
 - Procedures for Central Counting Station (Speakers: Keith Ingram or Christina Adkins)
 - Canvassing Your Election (Speakers: Keith Ingram or Christina Adkins)
 - Obtaining a New Voting System (Speakers: Keith Ingram or Christina Adkins)
 - Q&A
- 5:00 p.m. – 6:00 p.m. **FVAP Breakout Session**
David Beirne and Nathan Bacchus, Federal Voting Assistance Program

DAY TWO

Tuesday, August 1, 2017

ALL SESSIONS WILL BE HELD IN THE MAIN BALLROOM, LOBBY LEVEL

7:30 a.m. – 8:30 a.m. CONTINENTAL BREAKFAST WILL BE AVAILABLE IN THE BALLROOM FOYER

7:30 a.m. – 8:30 a.m. OPTIONAL SESSION: ELECTIONS 101

Speakers: Christina Adkins and Caroline Geppert

8:15 a.m. – 8:45 a.m. MEET & GREET WITH SECRETARY PABLOS

Ballroom Foyer

8:45 a.m. – 9:00 a.m. WELCOME & OPENING REMARKS

THE HONORABLE ROLANDO B. PABLOS

9:00 a.m. – 9:30 a.m. Notes and Legislative Update

Speaker: Keith Ingram

9:30 a.m. – 10:00 a.m. HB 658 – Voting at Residential Care Facilities

10:00 a.m. – 10:45 a.m.

Role of the County: Conducting the Primary Election

Speaker: Caroline Geppert

Speaker: Tim Juro

10:45 a.m. – 11:45 a.m. Primary Funds

Speakers: Dan Glotzer and Amanda Grossman

11:45 a.m. – 1:00 p.m.

LUNCHEON

Exhibitors will be set-up all day.

RIO GRANDE BALLROOM, PLAZA LEVEL

Please stop by and view their products.

1:00 p.m. – 2:00 p.m.

Precincts and Polling Places

Speakers: Caroline Geppert and Andre Montgomery

2:00 p.m. – 2:30 p.m.

Provisional Ballots

Speaker: Melanie Best

2:30 p.m. – 3:00 p.m.

BREAK

Light refreshments will be available. Exhibitors will be set-up all day. Please stop by and view their products.

3:00 p.m. – 3:45 p.m.

Panel: Contracting with Cities, Schools and Other Political Subdivisions

Speaker: Andre Montgomery

Guest Speaker: Mina Cook, Hunt County Elections Administrator

3:45 p.m. – 4:30 p.m.

Public Information/Open Records

Speaker: Andre Montgomery

Guest Speaker: Sean Nottingham, Texas Attorney General's Office

4:30 p.m. – 5:00 p.m.

Question and Answer Session

DAY THREE

Wednesday, August 2, 2017

ALL SESSIONS WILL BE HELD IN THE MAIN BALLROOM, LOBBY LEVEL

7:30 a.m. – 8:30 a.m.	CONTINENTAL BREAKFAST WILL BE AVAILABLE IN THE BALLROOM FOYER	
8:30 a.m. – 9:30 a.m.	Application Through Cancellation – Part 1	
9:30 a.m. – 10:00 a.m.	Challenges	Speaker: Betsy Schonhoff
10:00 a.m. – 11:15 a.m.	Application Through Cancellation – Part 2	Speaker: Christina Adkins
11:15 a.m. – 11:45 a.m.	Things To Do and When	Speaker: Betsy Schonhoff
11:45 a.m. – 1:00 p.m.	LUNCH ON YOUR OWN	Speakers: Emily Jones and Brenda Hester
1:00 p.m. – 2:00 p.m.	HB4034: Duplicate Batch Process	
2:00 p.m. – 2:30 p.m.	Establishing Districts for a New Entity Election	Speaker: Betsy Schonhoff
2:30 p.m. – 3:00 p.m.	BREAK Light refreshments will be available. Exhibitors will be set-up all day. Please stop by and view their products.	Speakers: Gloria Martinez and Caroline Geppert
3:00 p.m. – 3:30 p.m.	Understanding the Mass Mail Out & Postage Reimbursement	
3:30 p.m. – 4:00 p.m.	Chapter 19 Funding	Speakers: Beva Kellison and Dan Glotzer
4:00 p.m. – 5:00 p.m.	County Peer Round Table Discussion Questions and Answers	Speaker: Amanda Grossman
		Moderators: Voter Registration Staff

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Wednesday, July 19, 2017 4:02 PM
To: Amanda Katzer; Bruce Elfant; Gretchen Nagy; Leeann Castillo; Monica Johns; Thomas Miller; Tina Morton
Subject: {EXTERNAL} DPS Reject Files

Dear Travis County –

It has been brought to my attention that your county has been “holding” DPS applications sent to your county that are required to be routed to another county because the address on the application is not in your county. Based on the file that was submitted last night, it appears that you have submitted applications over two months old that are just now being re-routed. We can see that some of the applications date back to May 4, 2017 and several of them have notes as of June 14, 2017 to re-route, but are just now being sent to our office.

If there was an error in the data sent to us (i.e. a number of the records were sent previously), then please let us know. We will need you to identify which records they were, so that we do not route them again. Otherwise, please be advised that **your current practice does not comply with Texas law** and is adversely affecting voters in the state. Section 13.072(d), Election Code requires you to forward an application that does not belong in your county not later than the second day after the date the application **is received**. Thus, under current law, every DPS application should be reviewed as soon as possible, and not later than two days, to determine if it should be routed to another county. Applications needing to be routed to another county should be returned to our office with the county identified, so that we may forward them to the correct county on your behalf. We forward applications every week day, as this is a manual process for our staff.

In order to comply with current law, please adjust your process to return DPS applications needing to be routed to other counties in a timely manner in order to ensure voters are no longer negatively impacted.

Should you have any questions or concerns regarding this information or need additional information, please do not hesitate to contact me. Thank you.

Sincerely,

Betsy Schonhoff
Voter Registration Manager
(800) 252-2216, option 1

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Thursday, July 20, 2017 4:11 PM
To: Amanda Katzer; Bruce Elfant; Gretchen Nagy; Leeann Castillo; Monica Johns; Thomas Miller; Tina Morton
Subject: RE: {EXTERNAL} DPS Reject Files

Amanda-

Thank you very much for letting me know. I greatly appreciate your rapid attention to this.

Betsy Schonhoff
(800) 252-2216, option 1

From: Amanda Katzer [mailto:Amanda.Katzer@traviscountytx.gov]
Sent: Wednesday, July 19, 2017 5:43 PM
To: Betsy Schonhoff <BSchonhoff@sos.texas.gov>; Bruce Elfant <Bruce.Elfant@traviscountytx.gov>; Gretchen Nagy <Gretchen.Nagy@traviscountytx.gov>; Leeann Castillo <Leeann.Castillo@traviscountytx.gov>; Monica Johns <Monica.Johns@traviscountytx.gov>; Thomas Miller <Tommy.Miller@traviscountytx.gov>; Tina Morton <Tina.Morton@traviscountytx.gov>
Subject: RE: {EXTERNAL} DPS Reject Files

Betsy,

Thank you for providing this information. Although we did not meet the 2 day turnaround requirement, we were not 2 months behind in sending DPS reject files. Here are the dates of the last 3 DPS reject files we have sent to TEAM.

5/24/2017

6/12/2017

7/18/2017

I went back through the files to identify the records over 2 months old you mentioned with a date of 5/4/16. These records are ones that we have previously rejected and sent back to the correct county, and for whatever reason the exact same record/same XMLID came back to us in a later file, and we again rejected and sent it back. It's not that they are being held or not worked, it's that they keep coming back to us with Williamson County addresses.

XML-8549536 Bernhard, Carvel - Rejected 5/10/17 and Rejected 6/14/17

XML-8551957 Anderson, David – Rejected 5/10/17 and Rejected 6/14/17

XML-8553537 Baham, Justin – Rejected 5/10/17 and Rejected 6/14/17

XML-8571567 Bloom, Stephene – Rejected 5/24/17 and Rejected 6/14/17

XML-8575168 Blasko, Christopher – Rejected 5/24/17 and Rejected 6/14/17

It is not our intention to “hold” any records, I apologize for any issues this may have caused. Our employee who is responsible for this process returns from her 3 month maternity leave next week and we will make adjustments as need to comply with this process.

Sincerely,

Amanda Katzer

Business Analyst II – Travis County Voter Registration

From: Betsy Schonhoff [<mailto:BSchonhoff@sos.texas.gov>]
Sent: Wednesday, July 19, 2017 4:02 PM
To: Amanda Katzer; Bruce Elfant; Gretchen Nagy; Leeann Castillo; Monica Johns; Thomas Miller; Tina Morton
Subject: {EXTERNAL} DPS Reject Files

Dear Travis County –

It has been brought to my attention that your county has been “holding” DPS applications sent to your county that are required to be routed to another county because the address on the application is not in your county. Based on the file that was submitted last night, it appears that you have submitted applications over two months old that are just now being re-routed. We can see that some of the applications date back to May 4, 2017 and several of them have notes as of June 14, 2017 to re-route, but are just now being sent to our office.

If there was an error in the data sent to us (i.e. a number of the records were sent previously), then please let us know. We will need you to identify which records they were, so that we do not route them again. Otherwise, please be advised that **your current practice does not comply with Texas law** and is adversely affecting voters in the state. Section 13.072(d), Election Code requires you to forward an application that does not belong in your county not later than the second day after the date the application **is received**. Thus, under current law, every DPS application should be reviewed as soon as possible, and not later than two days, to determine if it should be routed to another county. Applications needing to be routed to another county should be returned to our office with the county identified, so that we may forward them to the correct county on your behalf. We forward applications every week day, as this is a manual process for our staff.

In order to comply with current law, please adjust your process to return DPS applications needing to be routed to other counties in a timely manner in order to ensure voters are no longer negatively impacted.

Should you have any questions or concerns regarding this information or need additional information, please do not hesitate to contact me. Thank you.

Sincerely,

Betsy Schonhoff
Voter Registration Manager
(800) 252-2216, option 1

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Thursday, July 27, 2017 4:44 PM
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/CC/EA/V-919) - Updates to TEAM

Dear Counties:

We are still working hard to produce new updates that benefit and improve the counties experience and workflow in the redeveloped system. Below are some improvements that you will see starting Sunday (**July 30th**):

ALL County Resolutions/Information

HB4034 Duplicate Batch Process – This process has also been implemented with this build. We plan to train on this process at Seminar and via webinars for counties not attending the Seminar. We will be running the process for the first time the weekend of August 11. A mini-manual is now available on our [DocShare](#) site for counties desiring to review the information regarding how this process will work before the upcoming trainings. The posted manual is applicable to all online and offline counties.

System > Maintain Users – It was reported that upon attempting to delete a certain TEAM user, the system was not allowing said deletion and was giving the user an erroneous reason for it. It was discovered that the underscore in the User Identifier was causing the problem; the underlying issue was corrected and users should now be able to delete any TEAM user that contains an underscore in the User Identifier.

ELECTION & VOTING HISTORY Related Tickets

- **Editing or deleting an established Elections** – It was reported that a user was unable to modify the name of an established election or delete an election if ballot styles had already been generated for it. This has been adjusted, and users will now be able to change the election name or delete an election, so long as it has no districts assigned to it, no polls assigned to it, and no absentee ballots ordered for it in any voter records.
- **Voting History Imports for VUIDs beginning with the number 3** – It was reported that Voting History being submitted for a VUID beginning with the number 3 was being rejected. We have resolved this issue, so that voting history will now be accepted via the voting history import file for any VUID starting with the number 3.
- **Activities > Maintain Voter History > Multiple Voter Participation – Polling Place Removed when Selecting Ballot Type** – It was reported that when attempting to enter multiple voter participation for a given election, the system was requiring the user to make selections in a certain order in order to maintain the information on the screen. The polling place selected would default to blank once the ballot type was chosen. This has been corrected and the polling place selection will remain selected after ‘ballot type’ is selected.
- **Activities > Maintain Voter History > Single Voter Participation – Polling Place Selection** – It was reported that when attempting to enter voter participation for a given election, the system was requiring the user to make selections in a certain order in order to maintain the information on the screen. The polling place selected would default to blank once the ballot type was chosen. This has been corrected and the polling place selection will remain selected after ‘ballot type’ is selected.

- **Eligibility of Voters in Local Elections** – It was reported that the system was not allowing users to enter voting history for local elections for some eligible voters. When attempting to enter in-person history (EV, ED) for select individuals on the Official List, the user was getting a message that the voter is ineligible. Further, when attempting to enter ABBM history, either as Annual or for individual local election, the system would not associate local elections for voters, or says there are no future elections for the voter. The affecting issue was resolved, and users should no longer encounter error messages when attempting to enter in person or by mail voting activities for any eligible voter in a local election. Further, when the user requests absentee ballots (for future elections) for any eligible voters, the system will assign all corresponding elections to those voters.

ONLINE County Specific Resolutions/Information

Texas Online Applications - It was reported that when working the TX Online Applications, there were times the system was not carrying over the house number from the application into the Change Voter screen. This issue has been resolved and all house numbers should now appear on the Change Voter screen as it does in the Dashboard Texas Online Application.

Selecting a Cancelled Record when processing a DPS Voter Application – It was reported that the system was not allowing a user to select a matching Cancelled voter record to re-register a voter when processing a DPS Application. The issue has been resolved and users will now be able to re-register a matching cancelled voter record when found as a match for a DPS Application, and finish processing the application.

REJECT status records will not be viewable through Activity menu item – Some counties reported seeing Rejected records displayed (when they shouldn't) in the Voter Search, and Voter Task Search screens. This has been corrected and counties should no longer see rejected records in these screens. As a reminder, Rejected Applications may still be viewed through Inquiries.

Activities > Voter List Maintenance – Returned Mail With Forwarding Address – Allow only Five VUIDs to be entered – In anticipation of the processing of Returned Mail due to the Mass Mail Out, we have adjusted the screen in this process and will only be allowing 5 VUIDs to be entered at one time. This will aid in ensuring that all records entered are properly accepted by the system without forcing the system to restart or resubmit the request for Notices of Address Confirmation.

Redistricting – Merge Street feature – The Redistricting screen in TEAM will now have the Merge Street feature implemented. Counties should now be able to merge streets with correct outcomes for all voters associated to the selected streets. We are in the process of posting an updated mini-manual on the DocShare site and anticipate having that posted no later than August 11. The revised manual will provide users additional details regarding how to merge a street in TEAM.

CORRESPONDENCE

- **Notice of Cancellation pulling incorrect mailing address** – It was reported that the Notice of Cancellation was merging portions of the residential and mailing addresses where only the mailing address should be printed. This has been corrected and the correct full mailing address will now print on the Notice of Cancellation.
- **Notice of Examination for Death** – It was reported that the system was failing to insert a space between the house number and the street name, in the mailing address for Notices of Examination for Death. This has been corrected and users should now see a correctly printed mailing address on all Notices of Examination for Death.

Reports > Public Reports > Statistical Reports > Correspondence Activity Report – In order to better assist counties with tracking their work, we are releasing a new report. The Correspondence Activity Report will display the number notices printed and the number of notices responded to for the following types of correspondence within the date range: 1) Notice of Address Confirmation, 2) Notice of Challenge, 3) Notice of Examination, 4) Notice of Examination for Death, 5) Notice of Incomplete, 6) Notice of TDL/SSN Mismatch, 7) Notice of Proof of Citizenship, and 8) Notice of Rejection. Only one type of correspondence may be run in this report at a time.

OFFLINE County Specific Resolutions/Information

There are currently no Offline only resolutions to report. A separate e-mail was sent earlier this month to all offline counties regarding the availability of an offline county to convert to an online county.

Please note that the system will be down from 3 am to 7 am (**Sunday**) morning to apply these updates.

Should you have any questions or concerns regarding this information or need additional information, please do not hesitate to contact a member of the VR Team at (800) 252-2216, option 1. Thank you.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

Gretchen Nagy

From: Brenda Hester <BHester@sos.texas.gov>
Sent: Monday, August 07, 2017 9:07 AM
To: Amanda Katzer; Bruce Elfant; Gretchen Nagy; Kyle Rush; Leeann Castillo; Monica Johns; Tina Morton
Cc: Betsy Schonhoff
Subject: {EXTERNAL} DPS XML Voter Import service completed processing with FAILURES - Travis
Importance: High

The Miscellaneous file on the CDW contains a DPS record meant for your county that was rejected by the SOS automated process. It failed because it did not meet our internal criteria. The file may also contain other records but we can't remove these records, so please disregard and only work the file for Travis County for Lydia Lopez. If the file contains all the needed information, you may register the voter. If not, then as you are able to, do contact this voter and send them a Notice of Incomplete.

County Data WebSite > File Download

		TRAVIS County
Previously Downloaded?	File to Receive	
No	travis_err_dps_000_20170805031500.xml 145551.zip	

If you find that this record does not belong to your county, simply respond to this email and let me know.

Brenda Hester
800-252-2216 Opt 1

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Monday, August 07, 2017 2:00 PM
Subject: {EXTERNAL} MASS E-MAIL ADVIOSRY (VR/CC/EA/DC/V-2118) - TEAM Maintenance

TEAM (<https://teamrv-production.sos.texas.gov/ElectioNet/>) will be **down for maintenance** during the following timeframes:

- **Saturday, August 12th 7:00 PM (CST) – Sunday, August 13th 7:00 AM (CST)**

Should you have questions or concerns regarding this information, please do not hesitate to contact a member of the VR Team at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

Gretchen Nagy

From: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Sent: Friday, August 11, 2017 10:01 AM
To: VRTeam
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/V-671) - Duplicate Batch Process

Dear Counties:

Now that nearly all counties have been trained on the new HB 4034 Duplicate Batch Process either at the seminar or via webinar, the strong matching criteria for the Duplicate Batch Process will be run over the weekend of August 19, 2017. Offline counties will receive separate Voter Export files for each matching criteria and records will be available for review on the Dashboard. We will send a follow-up email to Offline Counties letting you know which files are provided to you as part of this process. Online counties will review their matches based on criteria groups and work records directly from the Dashboard.

Please note that counties should plan to work these records from the time they are available through December 5, 2017. Any outstanding record from this process that has not been worked by that date would need to remain unworked until after any potential Primary Runoff Election has been completed in 2018. In short then, counties will have from August 20 – December 5, 2017 to complete as much of this work as possible before pausing their efforts until early June of 2018.

As a reminder, all counties should download and use the Duplicate Batch Process Mini-Manual to determine the appropriate course of action to take on each record based on the facts of each match. This manual has been posted to the DocShare site (<https://webservices.sos.state.tx.us/document-share/index.aspx>) for Online and Offline counties to use when working the duplicates.

If you have any questions or concerns regarding this information, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:37 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS EMAIL--CC/VR/EA--Chapter 107

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Tuesday, August 15, 2017 3:37 PM
To: Elections Internet
Subject: {EXTERNAL} MASS EMAIL--CC/VR/EA--Chapter 107

Dear election officials,

As you know, HB 658, which, among other things, created a new Chapter 107 of the Texas Election Code, was passed during the regular session earlier this year. New Chapter 107 and related provisions provide a method for persons in residential care facilities such as nursing homes and assisted living centers to vote by mail, but to have their blank ballots hand delivered to them and the completed ballots returned to the early voting clerk by election judges. Pursuant to Section 8 of HB 658 (85th Regular Session), these provisions are effective September 1, 2017.

You may also have heard that SB 5 passed in the first called special session of the legislature last week and has been signed by the Governor. Pursuant to Section 20 of SB 5 (85th Legislature 1st Special Session), the repeal of new Chapter 107 and related provisions is not effective until December 1, 2017. *See also* Tex. Const. Art. III, Sec. 39

This means that Chapter 107 and related provisions will be in effect for the November 7, 2017 election, and any other election which takes place between September 1, 2017 and November 30, 2017. We are completing the necessary forms and advisory and should have those out to you very soon. If you have any questions, please let us know.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:



The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as a legal opinion for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved.

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:38 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS EMAIL to VR/EA, Printers, Offline Vendors (Totals: 698) 2017 Voter Registration Certificate Directive and PDF Layouts
Attachments: DIRECTIVEVR2017- final.pdf; Voter Registration Certificate_B1-9(3B)-IN3_2017.pdf; Voter Registration Certificate_B1-9(3NB)-IN3_2017.pdf

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Wednesday, September 20, 2017 1:21 PM
To: Elections Internet
Subject: {EXTERNAL} MASS EMAIL to VR/EA, Printers, Offline Vendors (Totals: 698) 2017 Voter Registration Certificate Directive and PDF Layouts

To all Voter Registrars, Election Administrators, Printers, and Offline County Vendors:

Attached is the 2017 Directive for Voter Registration Certificates with the PDF formats attached. If you are an Online County using TEAM, you will purchase the new orange voter registration certificates without boxes. TEAM prints the boxes for the jurisdiction. As always, if we can be of further assistance, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1. Thank you.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:

VOTETEXAS.GOV
POWERED BY THE TEXAS SECRETARY OF STATE

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The State of Texas




Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.state.tx.us

Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

Rolando B. Pablos
Secretary of State

DIRECTIVE

TO: Voter Registrars

FROM: Keith Ingram, Director of Elections 

SUBJECT: Voter Registration Certificate

AUTHORITY: Texas Election Code Sections 31.002 and 31.003

EFFECTIVE DATE: September 20, 2017

**SUPERSEDED
DIRECTIVE:** Secretary of State Directive of August 27, 2015

1. SUMMARY AND PURPOSE

1.1. In accordance with Texas Election Code Section 31.003, this directive establishes the requirements for voter registrars to issue voter registration certificates.

2. DESCRIPTION OF CERTIFICATE

2.1. NO CHANGES AUTHORIZED UNLESS APPROVED BY THE SECRETARY OF STATE. The certificate has been designed to meet the content requirements of Texas Election Code Sections 15.001, 15.002, and 15.003, Texas Administrative Code, Title 1, Part 4, Chapter 81, Subchapter A, RULE §81.10, bilingual requirements of the Federal Voting Rights Act, 42 U.S.C.A. Section 1973aa-1a, the mailing requirements of Texas Election Code Sections 14.001 and 14.002, and regulations of the United States Postal Service regarding size, thickness of paper, address placement, and postage. Various other exigencies such as horizontal and vertical spacing for computers have been considered. To avoid any possible violations of state or federal law, no change to the specifications of the certificate, as provided by this directive, may be made without prior written approval by this office.

Pursuant to Section 15.001 of the Texas Election Code, voter registrars must place the jurisdictional or distinguishing number for the following seven territorial units in which the voter resides: 1. United States Representative; 2. State Senate; 3. State Representative; 4. County Commissioner; 5. Justice of the Peace; 6. City district code; and 7. School district code on the certificate. Section 15.002 authorizes, but does not require, the voter registrar to place up to seven additional jurisdictional designations on the certificate. The Secretary of State has prescribed a certificate with ten boxes for placement of district information, seven for the required districts and three for the optional districts. This format has been approved by the Postmaster in Austin. Our office recommends that the local postmaster approve the placement of district numbers on the certificate

DIRECTIVE

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prior to printing if you are using any other format than the one prescribed. Any combination of the three optional district codes may be chosen by the voter registrar for inclusion on the certificate without prior approval.

The TEAM System prints the mandatory seven jurisdictions and provides an option to print up to three more jurisdictions on the certificate. TEAM will preprint the boxes on the certificates as well as the jurisdiction type. The boxes with voter unique identifier (VUID), year of birth, and valid from date, will also be printed by TEAM and not preprinted on the card stock by your printer. There are two layouts, one for TEAM counties who will actually use TEAM to print voter information on the certificate and one for offline counties and TEAM counties who will contract with a private vendor to print voter data on the certificates. Offline counties must use the layout of the form enclosed but if they wish to print the maximum 14 jurisdictional boxes, they will have to work with their local postmaster on the design.

The Secretary of State has authorized the printing of the 10 digit VUID number in a barcode format in addition to a numeric-value format. The numeric-value format of the VUID number must be printed in the box specifically provided for the VUID number. The barcode-format number may be placed anywhere on the card as long as it does not interfere with postal regulations, and nothing is deleted from the card as prescribed. It is recommended that a universal-product barcode be used rather than the type of barcode that is used for zip codes, which is an intelligent mail barcode. . Again, for placement of a barcode-format VUID number, you must coordinate the printing with the postmaster to ensure that it complies with other postal requirements. TEAM will default to print the barcode of the VUID above the name of the voter on the mailing address side of the certificate.

2.2 SIZE. The postcard certificate is 4 1/8" x 6." The postcard is sized to accommodate space for barcoding the zip code. Even if you do not plan to barcode the zip code on the certificate prior to mailing, you must ensure sufficient room for the barcode strip area because the post office will prepare the mail piece for automation by placing a barcode strip which includes delivery point validation on the certificate. The counties will not receive any postal discount if the post office has to barcode the mail piece. The post office has advised our office not to print any type of barcode for the zip code if it is only going to be the 5 digit or 9 digit zip code.

Counties using the Secretary of State's TEAM system must print their certificates exactly as shown on the attached sample(s). The layout of the certificate must be exactly as shown on the sample. If a laser printer is used, the certificates must be printed on an 8 1/2" x 14" sheet of paper with a 1" gripper at the top and a 1 1/4" margin on the left side of the paper. Counties using the on-line system cannot barcode the zip code. It is imperative that your printer uses the Secretary of State's layout of the certificate to ensure proper placement of information. Since the TEAM system will be printing the boxes, box types, and jurisdictional numbers, the alignment of information should not be an issue. Please ask your printer to send a proof of your certificate for layout purposes before they are printed to our office for pre-approval. We encourage you to send us your proofs in order to ensure that they are compatible with the TEAM system.

2.3. COLOR AND PAPER SPECIFICATIONS. The color for the 2018-2019 certificate is Pantone 107U (Yellow). The stock is white index or the equivalent. To meet postal requirements, the paper must be **at least** .007" thick and not more than .016" thick. The sample attached is printed on #110 index. When paper is manufactured, there can be a variance in the thickness of the paper, so be sure to state in the specifications that the paper must meet postal requirements for calibration. The front side of the certificate is to be printed with Pantone 107U (Yellow) color. The language on the certificate will be in black ink. Using the Pantone 107U (Yellow) to "color" the paper will

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ensure that all certificates are printed uniformly across the state. The backside of the certificate may be printed either with the Pantone 107U (Yellow) color or left plain white. The sample attached shows the area that is to be printed in Pantone 107U (Yellow) at 100% solid.

2.4 FORMAT. The voter registrar's name, telephone number, and return address must be printed in the upper left-hand corner above the dotted line. Modules 202.4.3 and 202.4.4 of the Domestic Mail Manual ("D.M.M.") requires the postal endorsement "RETURN SERVICE REQUESTED" to be placed $\frac{1}{4}$ " below the return address. The word "Postmaster" is NOT used in conjunction with the endorsement. See Section 3 of this directive for further discussion. "Secretary of State's Office, Elections Division" and the Secretary of State's toll-free number (1-800-252-8683) must be printed directly across from the voter registrar's name and address, as indicated on the attached sample card. The name of the voter registrar's county must be printed directly below the words "Voter Registration Certificate" as indicated on the attached sample card. The state seal is placed to the left of the name of the county. Counties using the Secretary of State's TEAM system must have the county name and the voter registrar's return address and phone number preprinted on the certificate card stock. It is recommended that all counties use a non-bold, 4pt sans-serif font for the return address information.

2.5. VOID NUMBER. Use the ten-digit VOID number already assigned to the voter.

2.6. VALID FROM-THRU. The "VALID FROM" date on all renewal certificates issued to registered voters is JANUARY 1, 2018. The certificate will expire on DECEMBER 31, 2019, and that date shall appear on the certificate below "THRU." See Section 3.3 of this directive for the period for mailing renewal certificates.

New registrants whose applications are received and accepted after the 30TH DAY BEFORE JANUARY 1, 2018 will be issued an initial certificate, and the "VALID FROM" date on the certificate is the same as the effective date of registration. Renewal certificates need not be issued in this instance. See Section 5 of this directive for information regarding new registrants whose registrations will be effective on or after NOVEMBER 15, 2017, but before JANUARY 1, 2018.

For a voter who changes his or her name or changes his or her address, the "VALID FROM" date on the corrected certificate is the date the change becomes effective. These changes become effective on the 30th day after the voter registrar receives notice of the change.

If a registered voter requests a replacement certificate because his or her original certificate has been lost or destroyed, the "VALID FROM" date on the replacement certificate is the same as the date on the certificate that is being replaced. The replacement certificate must have a notation that it is a replacement certificate. The word "replacement" should be printed vertically below the seal.

2.7. INFORMATION ON CERTIFICATE. Texas Administrative Rule §81.10 outlines the requirements regarding the name of the Voter to print on the Voter Registration Certificate. Section 15.001, Election Code requires that "Each voter registration certificate issued must contain the voter's name in the form indicated by the voter, subject to applicable requirements prescribed by Section 13.002. By rule of the secretary of state: (a) The phrase "(t)he voter's name in the form indicated by the voter" in Texas Election Code §15.001 shall not be read to include a former name provided by the voter on the voter registration application; and (b) The voter's name as it appears on the voter registration certificate shall reflect the information provided by the voter on the most recent application supplied by that voter to the voter registrar. The name on the voter registration certificate shall be restricted to first name, middle name (if

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any is supplied by the voter on the most recent application), and last name (including suffix, if any)." The voter registrar may also include abbreviations of names indicated on the voter registration application. The name of the voter printed on the certificate must be sufficient for the election judge to be able to identify the voter. For instance, the voter registrar may not routinely print "P.D. Smith" if the voter has indicated on his application the name "Paul David Smith." Nicknames may not be used unless the voter indicated a nickname as his or her name on the application. The year of birth (not birth date) and election precinct number must be indicated on the certificate, as well as the permanent residence address (and the mailing address, if these two addresses are different). The voter registrar will print the mailing address on the right-hand side of the card. The permanent residence address or a concise description of the location of the permanent residence must be printed on the left-hand portion of the certificate. If the complete descriptive address will not fit on the certificate, then the address may be truncated.

The certificate may include a designation of gender if gender has been provided on the application. If gender is not provided on the application, either leave the field blank or specify "U" in the gender field on the voter registration certificate to indicate it was unspecified. The TEAM System prints the gender information, including the "U" designation, in a preprinted box on the certificates. Offline counties may use the space designated for Gender to print the county's internal Legacy ID registration number but would need to obtain pre-approval from the Secretary of State. To obtain approval for this alteration a sample certificate with the proposed modification should be provided.

2.8 BACK OF CERTIFICATE. The prescribed language on the back of the certificate instructs the voter concerning the requirements that may be required at the polling place and instructs the voter to correct information on the front of the card by making corrections in the space provided on the back of the certificate. The Secretary of State by this directive requires that the information be printed on the back of the certificate as shown on the attached sample. Changes in the prescribed text are not permitted without prior written approval of this office.

2.9. PARTY AFFILIATION. The space for stamping party affiliation is placed vertically on the front of the certificate.

2.10. AREA FOR POSTAL INFORMATION. The right half of the front of the certificate must be left blank, except for mailing address and postage, barcode for VUID and information in the shaded yellow area. Information that is printed in the address area of the certificate must have a 1/8" clear space around the name and address. See Section 2.1 of this directive for exceptions.

3. MAILING OF CERTIFICATE

3.1. POSTAGE. The voter registrar mails the certificate with first-class postcard postage or, if mailed in an envelope, first-class-letter postage. The Texas Election Code requires that the certificate be mailed by nonforwardable mail. The voter's tax statement **may not** be included in the same envelope.

Module 202.4.4 of the Domestic Mail Manual provides for the endorsement to the postmaster on the certificate. The endorsement must be printed in at least 8pt. type and must appear at least 1/4" below the voter registrar's return address. There must also be a 1/4"-clear space below the endorsement. The attached sample of the certificate shows the correct placement of the endorsement. The certificate will be returned free of charge to the voter registrar when mailed at either first-class postcard or first-class letter rate. The voter registrar will receive an address correction at no extra charge when the certificate is returned with the endorsement "RETURN SERVICE REQUESTED."

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There is no charge for this service since the new address will appear on the original mail piece. (DMM Exhibit 1.5.1, Domestic Mail Manual)

If an envelope is used to mail the voter registration certificate, the instruction to the postmaster, "RETURN SERVICE REQUESTED," must be printed on the front of the envelope at least ¼" below the return address of the voter registrar. There must also be a clear space of ¼" below the endorsement.

Postage must be paid from the county's budget. The Secretary of State is not authorized to pay for the mailing of the certificates. Funds received under Sections 19.001-19.006 of the Texas Election Code **may not** be used for payment of postage for mailing certificates. Funds received from the Secretary of State and maintained by the voter registrar or post office in the voter registration application business reply account (Permit 4511) **may not** be used to pay for mailing voter registration certificates.

The certificates may be mailed at a lower first-class-postage rate, for example, by carrier route or barcoding the zip code. To take advantage of the lower postage rate, the mailing list must be certified that it has been updated within 95 days of the mailing. Contact your local postmaster for various ways to prepare your mailing to obtain the lowest possible postal rate.

3.2. POSTAL REQUIREMENTS FOR POSTCARDS. If the certificates will be mailed as postcards rather than in envelopes, certain postal requirements must be met.

Any preprinted information on the right-hand side of the card must be shaded. (See attached sample certificate and Domestic Mail Manual 201.1.2.6) The area reserved for the address is white and must be at least 2 1/8" long and 1" high. The U.S. Post Office requires all certificates mailed as postcards to be presorted.

3.3. COORDINATION WITH LOCAL POSTAL AUTHORITIES. The voter registrar should coordinate with the local postmaster before the mailing date. Postal regulations have become very complicated, and we highly recommend that the local postmaster be consulted prior to printing the certificates.

3.4. MAILING DATE. The voter registrar shall issue a voter registration renewal certificate to each voter in the county in Active Status whose registration is effective on the preceding NOVEMBER 14. The mailing shall occur between NOVEMBER 15 and DECEMBER 5 of each odd-numbered year.

4. DUPLICATE CERTIFICATES

4.1. DUPLICATE CERTIFICATE FILES. Texas Election Code Section 15.143 provides a method for the voter registrar to maintain the active or inactive duplicate-certificate file on electronic data processing equipment. Evidence of the mailing must be maintained in a retrievable format. The data must include the name and address to which the certificate was sent and the ten digit VUID number. This is maintained in the Active Certificate files at the county office and is not maintained in TEAM. TEAM will include a note in the audit history of all voters, regardless of the status, that the voter record was updated as part of the Mass Mail Out. As a reminder, all voters in an Active, Suspense, or Cancelled status will have the Valid From Date updated to the 2018-2019 biennial cycle when the Mass Mail Out is run. This is to ensure clerical corrections or

reinstatements correctly display the Valid From Date information. The audit history information in TEAM should not be used to determine whether or not a certificate was issued.

5. NEW REGISTRATIONS

5.1. BEFORE EFFECTIVE DATE. Persons who register to vote whose registrations will become effective after NOVEMBER 14, 2017, and before JANUARY 1, 2018, may be issued initial certificates for the remainder of the voting year (Blue certificate). The "VALID FROM" date on the initial (blue) certificate is the effective date of registration, and the "THRU" date is DECEMBER 31, 2017. The voter registrar must issue renewal certificates (Yellow certificate) to the voters. The "VALID FROM" date on the renewal certificate will be JANUARY 1, 2018, and the "THRU" date will be DECEMBER 31, 2019. The duplicate of the initial certificate for the remainder of the voting year should be filed in the duplicate-certificate file or in electronic format as discussed above. Proof of issuing a renewal certificate is required, and instructions in Section 4 of this directive should be followed to provide such proof.

6. "SUSPENSE" VOTERS

6.1. Voters who have been mailed a confirmation notice prior to the Mass Mail Out but failed to respond to the notice are designated with an "S" on the list of registered voters. These voters are **NOT** mailed a renewal certificate.

6.2. If a voter responds to the confirmation mailing after the Mass Mail Out, correct the voter's registration information, remove the "S" designation, and mail the voter a renewal certificate with the new information.

7. RETURNED CERTIFICATES

7.1. CONFIRMATION NOTICE. In accordance with Section 14.023, Election Code, the voter registrar is required to mail, after January 1, 2018 but no later than March 1, 2018, a confirmation notice and response form to each voter whose renewal certificate was returned as undeliverable. If the post office provided a forwarding address on the returned certificate, the confirmation notice and response form must be mailed to the address given. If the post office did not provide a forwarding address, the confirmation notice and response form must be mailed to the last known mailing address of the voter. In any case, the confirmation notice and response form must be mailed by forwardable mail.

7.2. DESIGN. The Secretary of State has prescribed the wording of the confirmation notice and response form, but has left the design for printing to the voter registrar's discretion. Coordinate with the postmaster to determine the most efficient way to mail the confirmation notices and receive the response forms.

8. APPROVAL

8.1. SECRETARY OF STATE APPROVAL. Issued this 20th day of September, 2017.

Rolando B. Pablos
Secretary of State

Name, Voter Registrar
Telephone Number
Address
City, State, Zip

Secretary of State's Office
Elections Division
1-800-252-VOTE (8683)

RETURN SERVICE REQUESTED

VOTER REGISTRATION CERTIFICATE (Certificado de Registro Electoral)		
COUNTY (Condado)		
VOID (VULIO)	Gender (Sexo)	Valid from (Válido desde)
Year of Birth (Año de nacimiento)	Prec. No. (Form. Prec.)	Area (Zona)

Name and Permanent Residence Address (Nombre y dirección residencial permanente)

Name and Mailing Address (Nombre y dirección de correo)

X

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE.
(El votante debe firmar este tarjeta personalmente al recibirla si puede.)

Part 9, Attachment
(Adjunto del Parte 9)

Name, Voter Registrar
Telephone Number
Address
City, State, Zip

Secretary of State's Office
Elections Division
1-800-252-VOTE (8683)

RETURN SERVICE REQUESTED

VOTER REGISTRATION CERTIFICATE (Certificado de Registro Electoral)		
COUNTY (Condado)		
VOID (VULIO)	Gender (Sexo)	Valid from (Válido desde)
Year of Birth (Año de nacimiento)	Prec. No. (Form. Prec.)	Area (Zona)

Name and Permanent Residence Address (Nombre y dirección residencial permanente)

Name and Mailing Address (Nombre y dirección de correo)

X

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE.
(El votante debe firmar esta tarjeta personalmente al recibirla si puede.)

Part 9, Attachment
(Adjunto del Parte 9)

Name, Voter Registrar
Telephone Number
Address
City, State, Zip

Secretary of State's Office
Elections Division
1-800-252-VOTE (8683)

RETURN SERVICE REQUESTED

VOTER REGISTRATION CERTIFICATE (Certificado de Registro Electoral)		
COUNTY (Condado)		
VOID (VULIO)	Gender (Sexo)	Valid from (Válido desde)
Year of Birth (Año de nacimiento)	Prec. No. (Form. Prec.)	Area (Zona)

Name and Permanent Residence Address (Nombre y dirección residencial permanente)

Name and Mailing Address (Nombre y dirección de correo)

X

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE.
(El votante debe firmar esta tarjeta personalmente al recibirla si puede.)

Part 9, Attachment
(Adjunto del Parte 9)

[REDACTED]

[REDACTED]

[REDACTED]

Voter identification requirements are under court review and may change. Voters who possess one of the following forms of photo identification that is not expired more than 4 years must show it to vote in person: 1) Texas driver license; 2) Texas election identification certificate; 3) Texas personal identification card; 4) Texas handgun license; 5) U.S. military ID card containing the voter's photo; 6) U.S. citizenship certificate containing the voter's photo; or 7) U.S. passport. Voters who do not possess an acceptable form of photo identification and cannot reasonably obtain one, may show a supporting form of identification (a complete list is available at www.votetexas.gov) and execute a Reasonable Impediment Declaration to vote in person. Voters with disabilities, religious objections to being photographed, and those affected by certain natural disasters, may also qualify for other exceptions. It is a criminal offense to intentionally and knowingly make a false statement on a Reasonable Impediment Declaration or knowingly impersonate another person and vote or attempt to vote as that person.

If you move within your county, or if any information on this certificate changes or is incorrect, correct the information in the space provided, sign below, and return this certificate to the voter registrar. If you move to a new county, you **must** re-register by completing and providing a new voter registration application to your new county. You will receive a new certificate for each written update or completed registration application submitted, as well as every two years as long as your voter registration is not cancelled by law.

Please visit www.votetexas.gov or contact your voter registrar for additional and updated information on voter ID requirements, including a complete list of acceptable supporting identification or to obtain a voter registration application.

Los requisitos de identificación para votantes están bajo revisión judicial y pueden cambiar. Votantes que poseen una de las siguientes formas de identificación con fotografía que no haya expirado hace más de 4 años, deben presentarlo para votar en persona: 1) licencia de conducir de Texas; 2) certificado de identificación electoral de Texas; 3) tarjeta de identificación personal de Texas; 4) licencia para portar armas de fuego de Texas; 5) cédula de identificación militar de los Estados Unidos con foto del votante; 6) certificado de ciudadanía de los Estados Unidos con foto del votante; o 7) pasaporte de los Estados Unidos. Votantes que no poseen una forma aceptable de identificación con fotografía y que no pueden razonablemente obtener una, pueden presentar una forma de identificación adicional (una lista completa está disponible en www.votetexas.gov) y llenar una Declaración de Impedimento Razonable para votar en persona. Votantes con discapacidades, objeciones religiosas a ser fotografiados, y aquellos afectados por ciertos desastres naturales también pueden calificar para otras excepciones. Es un delito criminal hacer una declaración falsa de forma consciente e intencional en una Declaración de Impedimento Razonable o hacerse pasar por otra persona de forma consciente y votar o intentar votar como tal persona.

Si se muda dentro de su condado, o si alguna información en este certificado cambia o es incorrecta, corrija la información en el espacio proporcionado, firme abajo, y devuelva este certificado al registrador de votantes. Si se muda a un nuevo condado, **deberá** volver a registrarse al completar y proporcionar una nueva solicitud de registro de votante a su nuevo condado. Usted recibirá un nuevo certificado para cada actualización escrita o solicitud de registro completada y enviada, así como cada dos años, siempre y cuando su registro de votante no sea cancelado por ley.

Por favor visite www.votetexas.gov o comuníquese con su registrador de votantes para obtener información adicional y actualizada sobre los requisitos de identificación de votantes, incluyendo una lista completa de identificación aceptable o para obtener una solicitud de registro de votantes.

I affirm the changes made to the left are correct.

Afirmo que los cambios hechos al lado izquierdo están correctos.

X

Signature of Voter (Firma del votante)

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I affirm the changes made to the left are correct.

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X

Signature of Voter (Firma del votante)

Name, Voter Registrar
Telephone Number
Address
City, State, Zip

Secretary of State's Office
Elections Division
1-800-252-VOTE (8683)

RETURN SERVICE REQUESTED



VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
COUNTY (Condado):

X

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE.
(El votante debe firmar para aceptar personalmente al recibirlo si puede.)

Party Affiliation
(Partido Político)

Name, Voter Registrar
Telephone Number
Address
City, State, Zip

Secretary of State's Office
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1-800-252-VOTE (8683)

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RETURN SERVICE REQUESTED

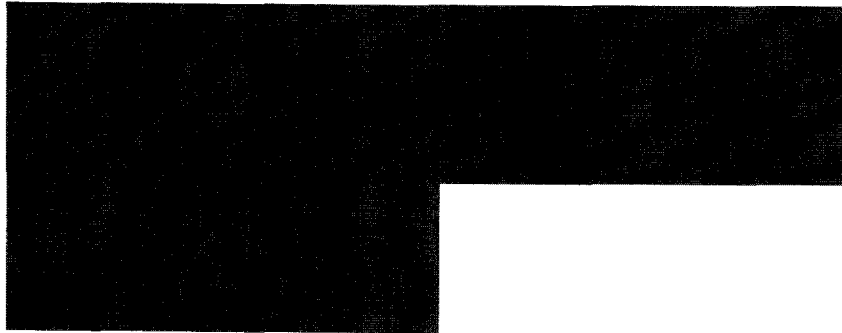
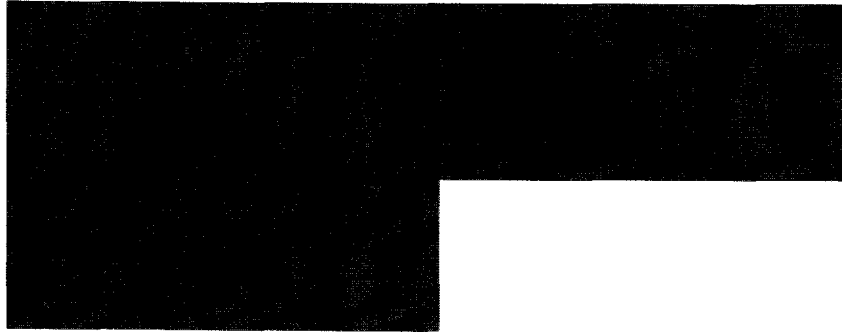


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COUNTY (Condado):

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:39 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS EMAIL--CC/EA/VR(904)-- voters displaced by Harvey

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Friday, October 06, 2017 8:39 AM
To: Elections Internet
Subject: {EXTERNAL} MASS EMAIL--CC/EA/VR(904)-- voters displaced by Harvey

Hello Everyone,

We have posted a FAQ in [English](#) and [Spanish](#) for voters who have been displaced by Harvey. Please do what you can to make sure this information gets to the folks who need it. Thank you. Please let us know if you need anything from us as we get ready for early voting in person and election day.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:

VOTETEXAS.GOV
POWERED BY THE TEXAS SECRETARY OF STATE

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:39 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} Mass Email--CC/EA/VR--Election Judge Training for HB 658 - Voting at Residential Care Facilities

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Thursday, October 12, 2017 1:34 PM
Subject: {EXTERNAL} Mass Email--CC/EA/VR--Election Judge Training for HB 658 - Voting at Residential Care Facilities

Dear Election Officials:

As a reminder, HB 658 (85th Legislative Session, RS, 2017) amended Sections 86.003 and 86.004 and added new **Chapter 107** to the Texas Election Code (the Code) to provide procedures for voting at Residential Care Facilities. New Chapter 107 and the related provisions provide a method for persons in a Residential Care Facility, such as nursing homes and assisted living centers, to apply to vote by mail, but to have their blank ballots hand delivered to them and the completed ballots returned to the Early Voting Clerk by election judges. Pursuant to Section 8 of HB 658, these provisions were effective September 1, 2017.

You may also have heard that SB 5 (85th Legislature, Special Session, 2017) passed in the first called special session of the legislature and was signed by the Governor. Pursuant to Section 20 of SB 5 (85th Legislature, Special Session, 2017), the repeal of new Chapter 107 and related provisions is not effective until December 1, 2017. See also Tex. Const. Art. III, Sec. 39. **This means that Chapter 107 and related provisions will be in effect for the November 7, 2017 election.** NOTE: Since SB 5 (85th Legislature, Special Session, 2017) is in effect December 1, 2017, Chapter 107 will have been repealed as of that day, and thus will not apply to any **runoff elections** stemming from the November election date or **second elections** held due to a tie that are scheduled on or after December 1, 2017.

The Secretary of State was tasked with providing training for the new voting procedures under HB 658. To that end, the "Election Judge Training for HB 658 - Voting at Residential Care Facilities" is available live on our website, here: <http://www.sos.state.tx.us/elections/forms/election-judge-training-hb658-voting-residential-care-facilities.pdf>.

Please feel free to call or email us with any questions or concerns.

Sincerely,

Caroline Geppert
Interim Legal Director – Elections Division
Office of the Texas Secretary of State
1019 Brazos Street | Rudder Building, 2nd Floor | Austin, Texas 78701
1.800.252.VOTE (8683)
elections@sos.texas.gov | www.sos.state.tx.us

VOTETEXAS.GOV
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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:42 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS EMAIL--VR/EA--Source Code 18 for High School Registrations

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Monday, January 22, 2018 2:17 PM
To: Elections Internet
Subject: {EXTERNAL} MASS EMAIL--VR/EA--Source Code 18 for High School Registrations

Dear Voter Registrars/Election Administrators –

You may be aware that our office has been working with High School Principals to help ensure they are providing eligible high school students with the opportunity to register to vote under Section 13.046(a) of the Texas Election Code. As part of this process, we will be reinstating the use of High School specific Voter Registration Applications to assist with the tracking of these registrations.

To that end, we are now have Voter Registration Applications printed with a Source Code 18 in order to provide them to High School Principals for use in the schools. Please keep in mind that High Schools were previously provided with Source Code 42 applications and may have stock with that source code still in use. We request that any Voter Registration Applications being submitted to your office by a High School Principal or VDR indicating they are delivering them on behalf of a High School Principal be coded with a Source Code "18 – High Schools" for tracking purposes (regardless of the source code on the application itself). Let us know if you have any questions.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:



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To better serve you, the Texas Secretary of State is conducting a "Customer Satisfaction Survey". Your responses are confidential and will be used only for the purposes of evaluating our services. Please consider taking the survey, and thank you for your time.

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:45 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS EMAIL --CC/EA/VR (905) SOS Updates

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Monday, February 19, 2018 1:16 PM
To: Elections Internet
Subject: {EXTERNAL} MASS EMAIL --CC/EA/VR (905) SOS Updates

Dear County Election Officials,

As we head into early voting, we wanted to provide a summary of all of the advisories issued and forms modified in anticipation of the Primary Election. We hope that by listing everything in one email, it will make it easier for you all to find what you need during the Primary Election.

Below is a list of all advisories that have been issued in 2018. They are listed on your [Conducting Your Elections](#) pages and on our [Election Division Advisories](#) page that is located in our [Forms, Resources, and Legal Library](#). Please note that there are several other advisories we will be issuing in the next two weeks that relate to issues affecting the primary election. These advisories will also be listed on the pages stated above.

Election Division Advisories

No. 2018-11	Certain Activities in Vicinity of Polling Place* *Advisory emailed, not yet posted to website.
<u>No. 2018-10</u>	<u>Limited Ballot Voters and District Chart</u>
<u>No. 2018-09</u>	<u>Laws and Procedures for Annual and Regular ABBMs</u>
<u>No. 2018-08</u>	<u>Voter Identification Procedures</u>
<u>No. 2018-07</u>	<u>Updated Primary Election Procedures</u>
<u>No. 2018-06</u>	<u>Joint Primary Election Signage</u>
<u>No. 2018-05</u>	<u>Emergency Ballot Procedures</u>
<u>No. 2018-04</u>	<u>FWABs and Voters in Hostile Fire Pay and Combat Zones</u>
<u>No. 2018-03</u>	<u>Instructions and Deadlines for Mailing/Emailing Ballots Under the Federal "MOVE Act" for Overseas Voters</u>

No. 2018-02	Ballot by Mail Deadlines; HB 1151, HB 929 (Regular Session); SB 5 (Special Session)
No. 2018-01	Registering a Voter at a Business Address

As a result of the 2017 regular and special legislative sessions, the Secretary of State had to modify a number of forms. Most of these modifications related to Voting by Mail and Voter Identification Procedures. Below is a listing of the modified forms.

Updated Forms

Reasonable Impediment Declaration	<u>Form (Spanish)</u>	7-13
Voter Information Poster	<u>Form (Spanish)</u>	7-7
Provisional Voters Appearing to Voter Registrar During Cure Period and Instructions	<u>Form</u>	9-7
Request for Disability Exemption (Permanent)	<u>Form</u>	13-6
Request for Temporary Exemption to Photo Identification Requirement	<u>Form</u>	13-7
Notice to Provisional Voter (ID Voters)	<u>Form Word (Spanish) Word</u>	7-15c
Notice of Required Identification	<u>Form</u>	13-1
Notice of Acceptable Identification Poster (English)	<u>8.5x14 11x17 24x36</u>	
Notice of Acceptable Identification Poster (Spanish)	<u>8.5x14 11x17 24x36</u>	
List of Voters Indicated as ID Voters	<u>Form</u>	5-8
Roster for Voters Hand-Delivering Carrier Envelope	<u>Form (Spanish)</u>	5-11a
Application for Ballot by Mail * Old stock can be used provided the instructions are modified in some way.	<u>Form (Spanish)</u>	5-15
Notice of Rejected Application for Ballot by Mail	<u>Form</u>	5-16
Request for Updated Annual Application for Ballot by Mail	<u>Form</u>	5-16b

Request to Cancel Application for Ballot by Mail	<u>Form</u>	5-17
Carrier Envelope *Old stock can be used provided that the new carrier insert (form 5-22b) is used.	<u>Form</u>	5-22
Notice to Voter Who Must Provide Identification (For Voters Voting by Mail)	<u>Form (Spanish)</u>	5-22a
Information about Returning Your Carrier Envelope (Carrier Insert)	<u>Forms</u>	5-22b
Notice of Defective FPCA	<u>Form</u>	5-33b
Carrier Envelope and Insert for FPCA Voter *Old stock for carrier envelope can be used. The NEW insert must be used.	<u>Form</u>	5-35
Constitutional Oath for Presiding Judge, Alternate Judge, and Early Voting Clerk	<u>Form</u>	7-2a
Voter Complaint Information Poster	<u>Form</u>	7-7a
Notice of Voting Order Priority	<u>Form</u>	7-7b
Notice to Provisional Voter (ID Voters)	<u>Form Word (Spanish) Word</u>	7-15c
Oath for Early Voting Ballot Board and Central Counting Station Personnel	<u>Form</u>	8-3a
Notice of Required Identification	<u>Form</u>	13-1
Request for Disability Exemption (Permanent)	<u>Form (Spanish)</u>	13-6
Sign for Joint Primary Election	<u>Form</u>	13-9
Notice of Prohibition of Handguns in the Polling Place* *Form was emailed as part of Advisory 2018-11 and is not yet posted to our website.	<u>Form</u>	9-7a

If there is any additional information not listed here that you need, or any other questions you have about the upcoming primary, as always, feel free to reach out to our Office and we will be happy to assist you. You can email us your questions at elections@sos.texas.gov or call us at 1-800-252-2216, option 2 for the legal department.

Thank you for all that you do to make our elections in Texas a great success.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:

VOTETEXAS.GOV
POWERED BY THE TEXAS SECRETARY OF STATE

The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as a legal opinion for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved.

To better serve you, the Texas Secretary of State is conducting a "Customer Satisfaction Survey". Your responses are confidential and will be used only for the purposes of evaluating our services. Please consider taking the survey, and thank you for your time.

This electronic mail message, including any attachments, may be confidential or privileged under applicable law. This email is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this email, you are notified that any use, dissemination, distribution, copying, disclosure or any other action taken in relation to the content of this email including any attachments is strictly prohibited. If you have received this email in error, please notify the sender immediately and permanently delete the original and any copy of this email, including secure destruction of any printouts.

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:47 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/CC-903) - Training Opportunities

From: Betsy Schonhoff [mailto:BSchonhoff@sos.texas.gov]
Sent: Thursday, May 17, 2018 11:46 AM
To: VRTeam
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/CC-903) - Training Opportunities

The Office of the Secretary of State will resume offering monthly Internet training sessions beginning in June 2018. New: this year, our legal department will be covering Webinars for items that will not be covered in the upcoming Summer Seminar. Blue highlighted rows are sessions that will be given by our legal department. The following **WebEx** classes are now available for counties to register to attend:

CLASS DATE	CLASS TIME	CLASS SUBJECT	TOPICS TO COVER
JUNE Week of June 4-8	10:00 AM & 2:00 PM	ELECTION WORKERS	<ul style="list-style-type: none">• Appointment of Election Judges by the "list procedure"• Roles and Responsibilities• Conflicts• Training Requirements
JUNE Weeks of June 11th & 18 th (as needed)	10:00 AM & 2:00 PM	HB4034 - Duplicate Batch Process	<ul style="list-style-type: none">• Things to know about the Duplicate Batch Process• Determinations Made by the Registrar• Processing Possible Duplicate Matches• Scenarios• Merging Records
JULY Week of July 9-13	10:00 AM & 2:00 PM	REDISTRICTING	<ul style="list-style-type: none">• When to use the Redistricting Module in TEAM• How to use the Redistricting Module in TEAM• Things to know when making precinct, district and s changes
JULY Week of July 23-27	10:00 AM & 2:00 PM	ELECTIONS 101	<ul style="list-style-type: none">• Introduction to Election Topics• Overview of elections in the State of Texas and of th process itself

These classes start at either 10:00 AM or 2:00 PM, and you should allow at least one hour for each session. Classes are conducted through the Internet with a product called WebEx. The county must have access to a computer, the Internet and a phone to participate in this web training. There are no registration fees for this Internet TEAM training, and online registration is now available on our website at <https://webservices.sos.state.tx.us/teamreg/login.asp>.

We will only allow sign-ups for a class to be held within the next two months and will periodically send out emails as new classes are available. In order to sign up, you will be required to provide a user name, which is your county—selected from the drop down menu—and your password, which is **teamwork01**.

Once a class is full, there are no allowances for additional participants, as each class will accommodate only 24 participants per class. We will continue hosting these webinars on a first-come, first-served basis. ***We strongly***

encourage users within the same office to share the web portion, so that we can allow as many people as possible to attend these sessions. Each class must have at least 4 participants, or it may be subject to cancellation.

After your registration has been processed via the web, you will receive an email notification confirming your registration, and be provided the link to your Internet TEAM training course and the call-in number.

Please be advised that you will be expected to read specific manuals, which will be posted to DocShare site BEFORE the class begins. Classes will be conducted with the assumption that you have read this information in advance. We may schedule additional Internet TEAM trainings depending on demand.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:47 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/V-672) - Duplicate Batch Process

From: Betsy Schonhoff [mailto:BSchonhoff@sos.texas.gov]
Sent: Thursday, May 31, 2018 2:42 PM
To: VRTeam
Subject: {EXTERNAL} MASS E-MAIL ADVISORY (VR/EA/V-672) - Duplicate Batch Process

Dear Counties:

This is to notify you that we intend to run the Duplicate Batch Process for **both strong and weak matches** over the weekend of **June 16, 2018**. Counties need to take time to familiarize themselves with the recommended workflows of potential matches. All counties should download and use the Duplicate Batch Process Mini-Manual to determine the appropriate course of action to take on each record based on the facts of each match. This manual has been posted to the DocShare site (<https://webservices.sos.state.tx.us/document-share/index.aspx>) for Online and Offline counties to use when working the duplicates.

In addition, we do have spots remaining in our upcoming HB4034 - Duplicate Batch Process Webinar the week of June 11. If all classes fill, then please e-mail elections@sos.texas.gov to request additional classes be added. If you are already registered for one of the current trainings, you will receive a confirmation e-mail with log-in instructions next week. We would ask that should you need to cancel, for any reason, you notify us as soon as possible, so that we may open up your spot to other registrants. There are no registration fees for this Internet TEAM training, and online registration is now available on our website at <https://webservices.sos.state.tx.us/teamreg/login.asp>. In order to sign up, you will be required to provide a user name, which is your county—selected from the drop down menu—and your password, which is **teamwork01**.

When we run the Duplicate Batch Process, Offline Counties will receive separate Voter Export files for each matching criteria and records will be available for review on the Dashboard. We will send a follow-up email to Offline Counties letting you know which files are provided to you as part of this process. Online counties will review their matches based on criteria groups and work records directly from the Dashboard.

Please note that counties should plan to work these records from the time they are available **through August 7, 2018**. Any outstanding record from this process that has not been worked by that date would need to remain unworked until after the 2018 November General Election has been completed. In short then, counties will have from June 18 – August 7, 2018 to complete as much of this work as possible before pausing their efforts.

Betsy Schonhoff
(800) 252-2216, option 1

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law. This email is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this email, you are notified that any use, dissemination, distribution, copying, disclosure or any other action taken in relation to the content of this email including any attachments is strictly prohibited. If you have received this email in error, please notify the sender immediately and permanently delete the original and any copy of this email, including secure destruction of any printouts.

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:47 PM
To: Gaby Gomez
Subject: FW: {EXTERNAL} REMINDER: 6/13/2018 2 PM - HB4034: Duplicate Batch Process
Attachments: 2016 WebEx - Attending a WebEx.pptx; Duplicate Batch Process.pdf

From: Betsy Schonhoff [mailto:BSchonhoff@sos.texas.gov]
Sent: Monday, June 11, 2018 9:01 AM
To: liz.myers@atascosacounty.texas.gov; larry.franks@browncountytx.org; sherry.pruitt@callahancounty.org; camptac100@yahoo.com; elections3@eastlandcountytexas.com; elections1@eastlandcountytexas.com; edwardstto@swtexas.net; sgrisham@fanninco.net; alicia.davis@co.freestone.tx.us; charlotte.mccarthey@co.freestone.tx.us; rebecca.senger@co.kendall.tx.us; votemontague@gmail.com; yolonda.hinton@co.newton.tx.us; shawnad@reagancounty.org; elections@co.starr.tx.us; cjl@texasisp.com; crystal_shook@hotmail.com; vona.hudson@co.tom-green.tx.us; Amanda Katzer; priscilla.rasbeary@co.trinity.tx.us
Cc: VRTeam; Elections Internet
Subject: {EXTERNAL} REMINDER: 6/13/2018 2 PM - HB4034: Duplicate Batch Process

REMINDER: Please note that the required reading is the Duplicate Batch Process Mini-manual. Also, if you need to cancel for any reason, please let us know as soon as possible, so that we can fill your spot.

Betsy Schonhoff
(800) 252-2216, option 1

From: Gloria Martinez
Sent: Tuesday, June 05, 2018 11:43 AM
To: Betsy Schonhoff <BSchonhoff@sos.texas.gov>
Cc: VRTeam <VRTeam@sos.texas.gov>
Subject: 6/13/2018 2 PM - HB4034: Duplicate Batch Process

REMINDER:

You are scheduled to log-in & call-in for Training via a WebEx meeting on the date below:

Date & Time: Wednesday, June 13, 2018 | 2:00 pm

Training Meeting: HB4034 - Duplicate Batch Process

As a reminder, WebEx training requires you to log into a website on your computer and call in from either your computer or a land line.

PRE-CLASS PREPARATION

PLEASE open the attached instructions on connecting to the WebEx session; you will be using these instructions in conjunction with the instructions in this email in the section "**ON THE DAY OF THE CLASS/MEETING**".

Your Trainer: Betsy Schonhoff

Contact: bschonhoff@sos.texas.gov

Read the material highlighted in yellow below **now** and email me any questions you may have/want to cover in advance.

In the DocShare site: <https://webservices.sos.state.tx.us/document-share/index.aspx>
User ID for DocShare: TEAMuser [the password will come to you in a 2nd email]

**READ/REVIEW:
DUPLICATE BATCH PROCESS**

ON THE DAY OF THE CLASS/MEETING, use the information below to log on to the meeting site.
PLEASE REMEMBER TO LOG IN 15 MINUTES BEFORE THE MEETING IS SCHEDULED TO BEGIN to help ensure you do not have any technical issues.

Copy the class link below, paste it to your address bar, & hit Enter on your keyboard:

Class Link: <https://txsos.webex.com/txsos/j.php?MTID=ma756c074c4f01240893c8da3d40d3afa>

Join the meeting

Topic: HB4034 - Duplicate Batch Process

Date: Wednesday, June 13, 2018

Time: 2:00 pm

Meeting number: 802 041 470

Meeting password: goteam1

Join by phone

Dial In: 1.877.226.9790

Access code 9567957

*Please MUTE YOUR LINE (*6) when you call in (so we do not hear your office); failing to do so causes training difficulties.*

Please contact the Voter Registration/TEAM group in the Texas SOS Elections Division with any questions you may have at 1-800-252-2216, option 1. Thank you.

Sincerely,

Betsy Schonhoff
Voter Registration Manager
Office of the Texas Secretary of State
(800) 252-2216, option 1

Gloria Martinez (e sus ordenes)

TEXAS ELECTIONS ADMINISTRATION MANAGEMENT — T.E.A.M.
ELECTIONS DIVISION

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YOU ARE INVITED TO A WEBEX MEETING

[INSTRUCTIONS FOR ATTENDING A WEBEX]

on the date of the class.

PLEASE REMEMBER TO LOG IN 15-20 MINUTES BEFORE THE CLASS IS SCHEDULED TO BEGIN to help ensure you do not have any technical issues.

You may access the class using the information listed below:

Class link.....	https://txsos.webex.com/txsos/j.php?MTID=mdf43662a0ba7baf5c0ecd6672af1db1f	Select the
Topic.....	Associating Polling Locations to an Election / Recording FPCA's and BBM Activity	'Class link'
Date.....	Tuesday, August 9, 2016 at 10 AM	
Meeting Number.....	807 415 716	
Meeting Password.....	goteam1	

BRING UP THE INVITATION IN YOUR EMAIL

CLICK ON THE 'CLASS LINK' TO OPEN THE WEBEX PAGE

Step 1 of 2: Download the Cisco WebEx add-on

Download the WebEx add-on to join all WebEx meetings quickly.

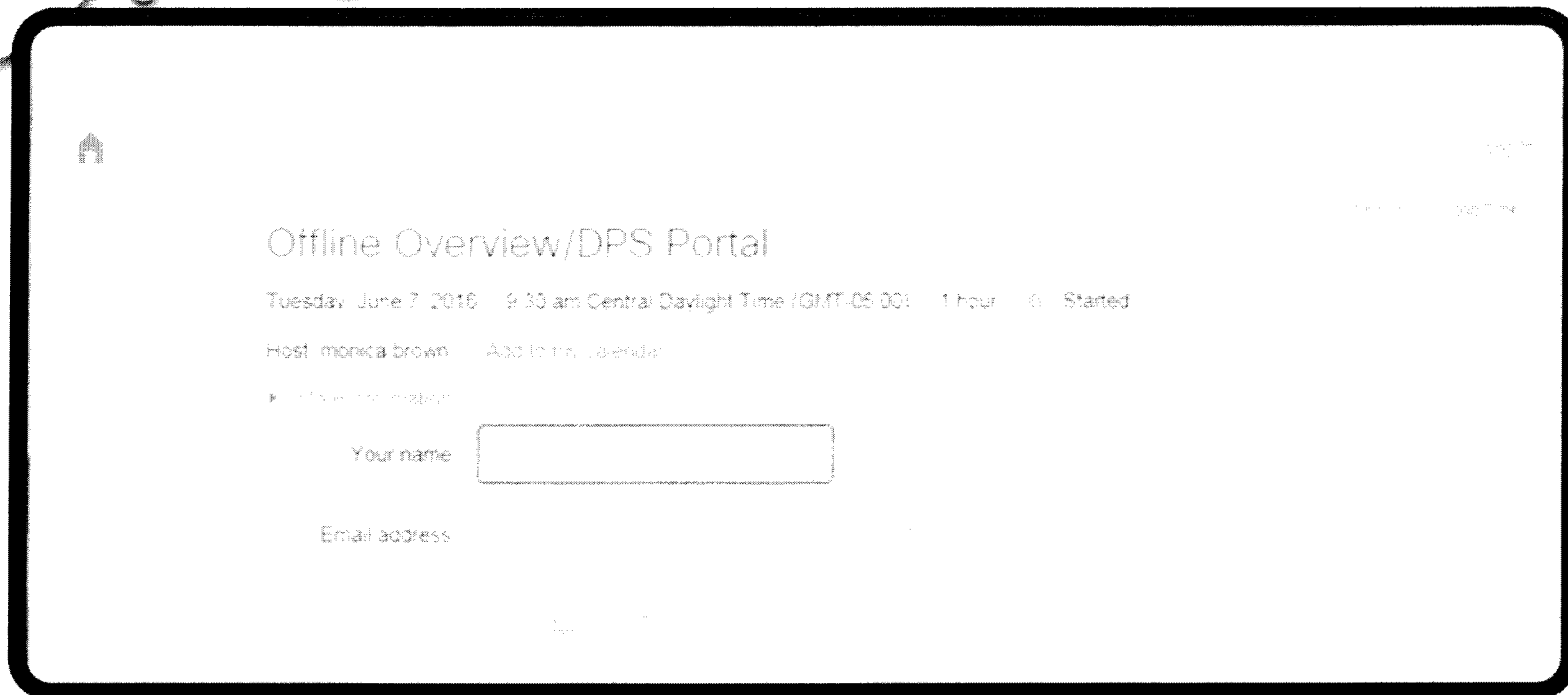
Download

Still having trouble? Run a temporary application to join this meeting immediately.

RUN THE TEMPORARY APPLICATION

YOUR INITIAL SCREEN WILL ASK YOU TO RUN A FILE FOR THE PURPOSE OF CONNECTING
OUR COMPUTERS TO EACH OTHER

THIS FILE WILL BE ERASED AUTOMATICALLY WHEN THE MEETING ENDS



A screenshot of a Webex meeting join page. The page has a white background with a black border. At the top left is a small house icon. At the top right is a 'Log Out' link. The main heading is 'Offline Overview/DPS Portal'. Below it, the date and time are 'Tuesday, June 7, 2016 9:30 am Central Daylight Time (GMT-05:00) 1 hour 0 min Started'. The host is 'monica.brown' with a link to 'Add to my calendar'. Below this is a section for 'Enter your information' with a 'Your name' label and a text input field, and an 'Email address' label and a text input field. At the bottom is a 'Join Meeting' button.

Log Out

Offline Overview/DPS Portal

Tuesday, June 7, 2016 9:30 am Central Daylight Time (GMT-05:00) 1 hour 0 min Started

Host: monica.brown [Add to my calendar](#)

Enter your information

Your name

Email address

Join Meeting

PAGE FOR JOINING WEBEX

YOU WILL ONLY BE ABLE TO 'JOIN' AFTER THE HOST HAS STARTED THE MEETING

Offline Overview/DPS Portal

Tuesday, [REDACTED] [REDACTED] Central Daylight Time (GMT-05:00) 1 hour [REDACTED] Started

Host: [REDACTED] Add to my calendar

▼ More information

Add your name and county:
Example: Jami Smith - Copa County

Your name

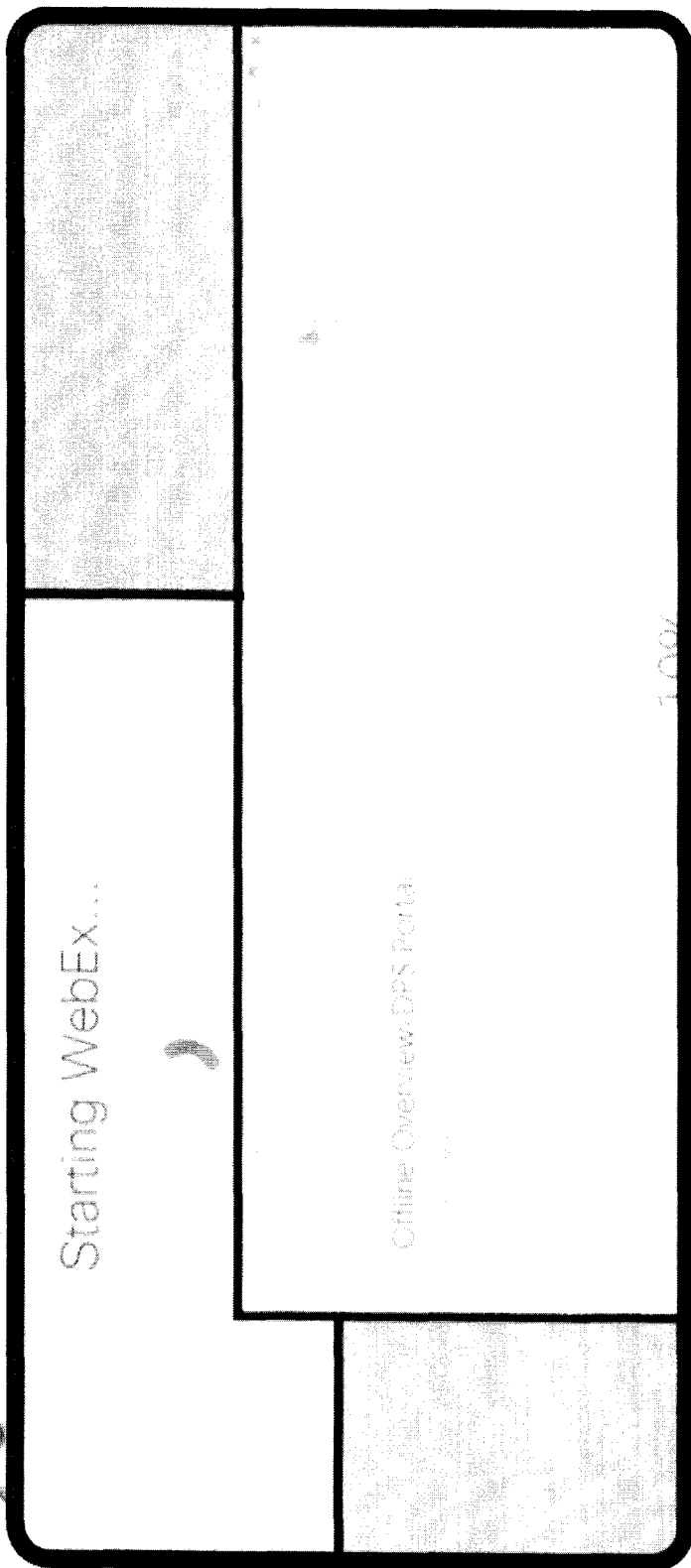
Email address

You can enter your email here.

This button will become available once you fill in the above.

LOG IN

ENTER YOUR NAME, EMAIL ADDRESS, AND
THE MEETING PASSWORD (FOUND IN YOUR EMAILED INVITATION)

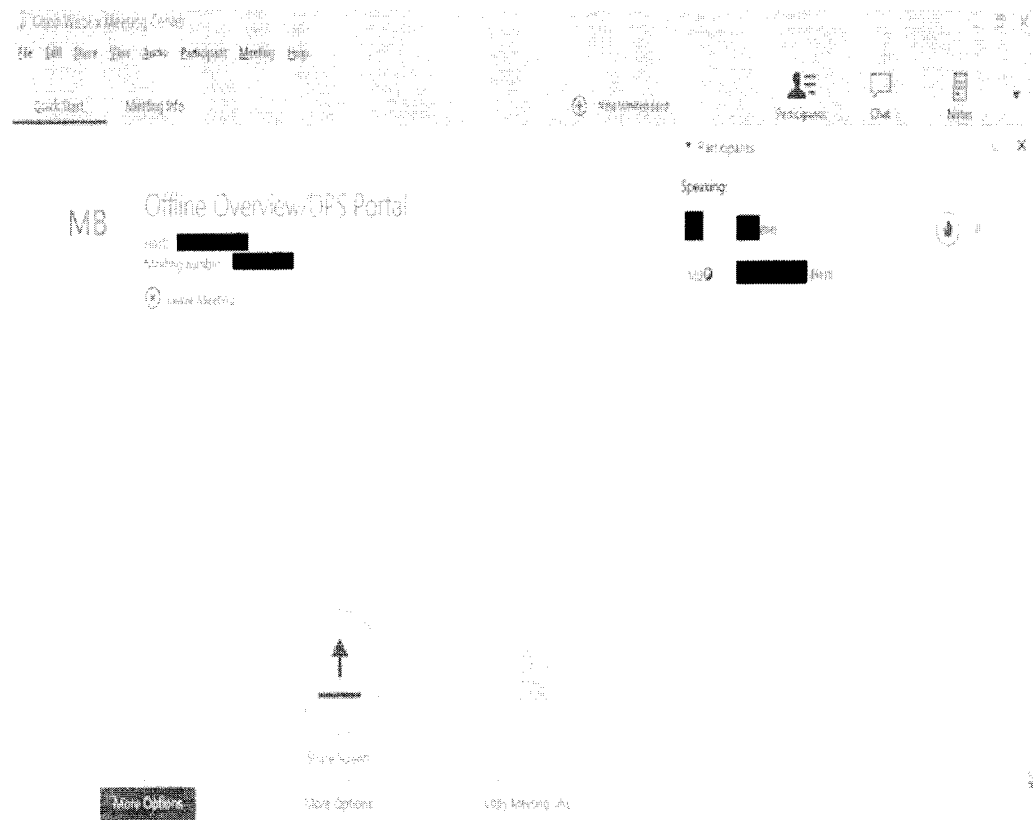


WAIT TO BE CONNECTED

YOU ARE NOW
CONNECTED

YOU WILL SOON BE ABLE TO
VIEW YOUR HOST'S DESKTOP

CALL INTO THE TELECONFERENCE
NUMBER IF YOU HAVE NOT YET
DONE SO.



IN “VIEW” MODE

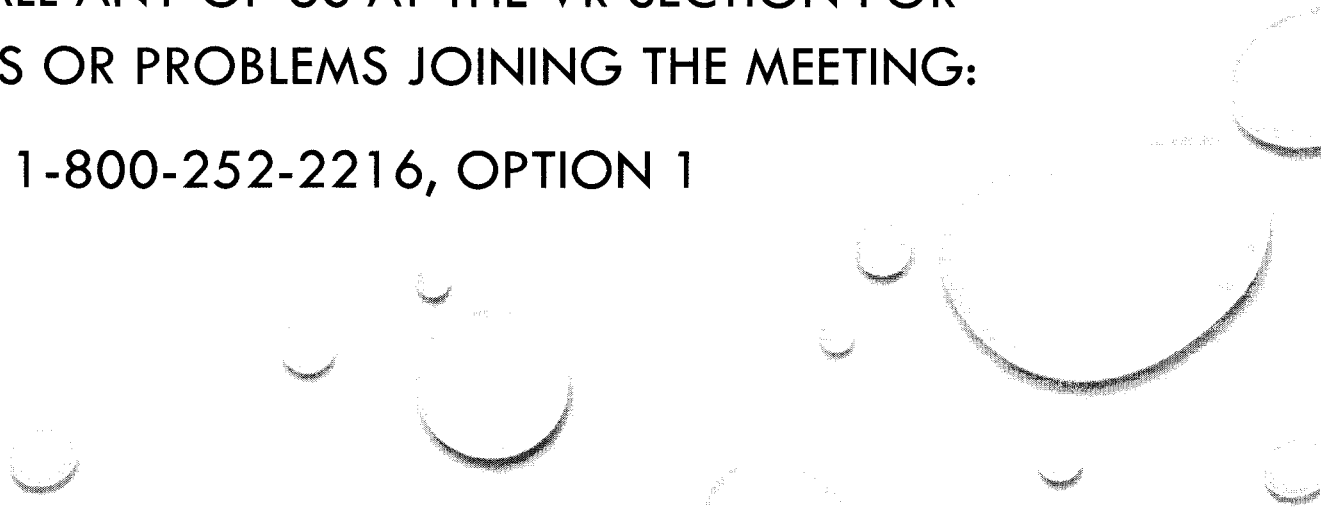
- YOUR HOST WILL ‘DRIVE’ THE PRESENTATION VIEWS. PLEASE REMEMBER TO HIT *6 TO MUTE YOUR PHONE LINE, SO NOISE FROM YOUR OFFICE WILL NOT AFFECT THE TELECONFERENCE. YOU CAN HIT *6 AGAIN TO SPEAK TO YOUR HOST OR OTHER TELECONFERENCE PARTICIPANTS, BUT REMEMBER TO MUTE YOUR PHONE AGAIN AS SOON AS YOU’RE DONE SPEAKING.
- TO LEAVE THE MEETING YOU MAY HIT THE “X” AT THE TOP OF THE WEBEX MEETING CENTER SCREEN, OR CLICK ON THE “LEAVE MEETING” BUTTON NEAR THE BOTTOM RIGHT OF THE SAME SCREEN.



THANK YOU FOR YOUR ATTENTION.

PLEASE CALL ANY OF US AT THE VR SECTION FOR
QUESTIONS OR PROBLEMS JOINING THE MEETING:

1-800-252-2216, OPTION 1



HB4034 – Duplicate Batch Process

6/5/2018

Texas Secretary of State Elections Division

1



Duplicate Batch Process List Maintenance

- **13.072(b)** – Processing Voter Application
- **Sec. 15.022** – Correction of Voter Registration Records
- **Sec. 15.051** – Confirmation of Residency
- **Sec. 16.031(a)(1)** – Immediate Cancellations
- **Sec. 16.037** – Reinstating Cancelled Voter Records
- **Sec. 18.0681 (NEW)** – Elimination of Duplicate Registration Records

<http://www.sos.texas.gov/elections/voter/votregduties.shtml>

6/5/2018

Texas Secretary of State Elections Division

2



Section 18.0681 – what to know

- Requires the Secretary of State to periodically compare voter information to determine whether any voters have more than one registration record on file.
- Requires the Secretary of State to determine information combinations that constitute a weak match or a strong match in order to:
 - Produce the least possible impact on Texas voters, and
 - Fulfill its responsibility to manage voter rolls.
- Notices of matches are sent to the county in which the voter is registered to vote.
- Counties may merge records determined to be the same voter under Section 15.022 or send a notice of Address Confirmation under Section 15.021.

6/5/2018

Texas Secretary of State Elections Division

3



Matching Criteria

Strong Matched Duplicate Records are identified when one of the following matches between voter records:

- Last Name, First Name, and Full Social Security Number (SSN) (9 digits)
- Last Name, First Name, and Texas Department of Public Safety (DPS)-Issued Driver License, Personal Identification Card, or Election Identification Certificate Number
- Last Name, First Name, Last Four Digits of the SSN, and Date of Birth

6/5/2018

Texas Secretary of State Elections Division

4



Matching Criteria

Weak Match Duplicate records are identified when one of the following matches between voter records:

- Last Name, First Name, and Last Four Digits of the SSN
- Texas DPS-Issued Driver License, Personal Identification Card, or Election Identification Certificate Number

6/5/2018

Texas Secretary of State Elections Division

5



Duplicate Batch Process – Things to know**Definitions to know:**

- “EDR” = Effective Date of Registration: This is the first time the voter was eligible to vote in the county at any address on the voter record (whether current or historical), in any precinct.
- “Registration Date” = Date voter submitted a voter registration application under Section 13.002, Election Code or other update under 15.021, Election Code. (For this process, Registration Date will indicate the most recent application or update submitted).
- “Original Record” = the voter record with the **OLDEST EDR**
- “Duplicate Record” = the voter record with the **NEWEST EDR**

6/5/2018

Texas Secretary of State Elections Division

6



Duplicate Batch Process – Things to know

- Historically duplicate check only happened at registration.
- HB4034 changes the process to include a regular and ongoing basis after registration.
- At a high level, this bill forces our office to treat EVERY record as a weak match and send notice to the county with the **OLDEST** EDR.
- If more than one match is identified for the voter record, then both matches will be provided to the county. Offline Counties will get two "Weak Duplicate Notification" records for the same voter.
- For the initial implementation, the Secretary of State will run one or more criteria at a time, starting with the strongest matches.

6/5/2018

Texas Secretary of State Elections Division

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Duplicate Batch Process – Things to know

- The Batch process is limited to the voter statuses of Active and Suspense when run.
- Any response indicating the match has been worked will result in that unique combination of voter records never producing that match again. This means a "Duplicate Resolved" response for Offline Counties.
- Counties will have the option to "Delete" the task from Dashboard. If Offline Counties delete the task from the Dashboard no notification via voter import is required.

6/5/2018

Texas Secretary of State Elections Division

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Duplicate Batch Process – Things to know

- The county **cannot** assume the record with the Oldest EDR has the older registration application.
- Every possible duplicate **must** be investigated to determine the appropriate course of action.
- Where the county receives notification of possible duplicate, you **cannot assume** the other county's registration is actually newer or is the current registration.
- The Registrar determines the course of action to be taken on each record based on the specific facts of the matched records and the criteria being worked.
 - Strong Match Criteria (based on workflow) may result in cancellation.
 - Weak match Criteria records **may not be cancelled**.

6/5/2018

Texas Secretary of State Elections Division

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Duplicate Batch Process – Things to know

- Merges **MAY NOT** be conducted across county lines.
- A new Cancellation code – Cancel Code 26 – Merged Record Cancellation has been added.
- Offline counties:
 - Will not have a “Merge” option via Voter Import, but will receive records as “Weak Duplicate Notifications”.
 - May manually merge records through the TEAM application. Records follow the pre-defined logic of Online County merges. The Cancelled record would be provided in the Voter Export with Cancel Code 26.
 - Should otherwise return “merge” cancellations as a result of this process as Cancel Code 14 – Duplicate Voter.

6/5/2018

Texas Secretary of State Elections Division

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Determinations Made by the Registrar

1. “Designate as Non Duplicates”: used when voter records are Not a Match. If this option is selected, the records will never show again, so it is important to use this option **only when** the records are, in fact, not duplicates.

NOTE: Delete will remove the task from the registrar’s working list, but the records may appear in a future comparison list, depending on the Status of the records at the time.

2. “Notice of Address Confirmation”: used when the registrar has reason to believe the voter may no longer reside at the residential address, but is not able to obtain positive confirmation the voter is actively registered elsewhere or when matches identified between counties are “Weak Matches”.

6/5/2018

Texas Secretary of State Elections Division

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Determinations Made by the Registrar

3. Merging voter records: used when the registrar is able to positively identify the voter is operating under two registration records within the same county.

NOTE: Offline counties may manually merge records through TEAM.

4. Cancelling a voter registration: used when the registrar receives notification from another county or a Strong Match record that the voter is now **ACTIVELY** registered in the other county.
5. Delete the task: There are some workflows where it is recommended to “Delete” the task, but not mark the records as “Designate as Non Duplicates”. This will allow the registrar the option to evaluate these records again under future matches, depending on the status of the records at the time the matches are run.

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Texas Secretary of State Elections Division

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Processing Possible Duplicate Matches

1. Be cognizant of which matching criteria you are working. (Strong vs. Weak)
2. Determine which record has the latest (most recent) registration date. (Original Record vs. Duplicate Record)
3. Look at the Status of each voter record.
4. Determine the appropriate course of action for that record based on the individual fact pattern.

NOTE: A mini-manual has been provided on the DocShare site discussing a number of scenarios and how each record should be worked.

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Texas Secretary of State Elections Division

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Processing Possible Duplicate Matches

1. Be cognizant of which matching criteria you are working (Strong vs. Weak)

– **Strong Matches:**

- A voter may be able to be cancelled if the county with the older registration receives verification from the county with the newest registration that the voter is registered in **ACTIVE** status within the other county. (Sections 13.072(b) and 16.031(a)(1), Election Code).
- A voter **may not be cancelled** if the record with the newer registration shows the voter to be in **SUSPENSE**. In this instance, the voter should be sent a Notice of Address Confirmation (Section 15.051, Election Code)

NOTE the status designations.

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Texas Secretary of State Elections Division

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Processing Possible Duplicate Matches

1. Be cognizant of which matching criteria you are working (Strong vs. Weak)

– **Weak Matches:** If the Original and Duplicate records are in different counties, the voter may only be sent a Notice of Address Confirmation and **may not be cancelled**.

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Processing Possible Duplicate Matches

2. Determine which record has the latest (most recent) registration date. (Original Record vs. Duplicate Record)
 - It is important to note that when evaluating records for processing, **the "Registration Date" on both records is vital to note** and should be considered before taking any action on the record.
 - Duplicate Records with the newer voter registration application on file (Reg Date) require the county to **evaluate the voter's status before** taking further action on the Original Record.
 - Duplicate Records with the older voter registration application on file (Reg Date) require the county to **verify the information before** taking further action on the Original Record.

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Processing Possible Duplicate Matches

3. Look at the Status of each voter record.
 - Before taking any action, the user should take the status of the records into consideration.
 - Recommendations for working records are provided to help ensure the least possible impact on registered voters and provide voters the benefit of the doubt.
4. Determine the appropriate course of action.
 - Use the manual to determine how to process the record based on:
 - The Type of Match (Strong Vs. Weak)
 - The Registration Date (Which record has the newest application/voter update)
 - The status of the each record.

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Scenarios

SCENARIO 1 – Strong Match Duplicate (Original Voter County has newest Registration Application)

	Original Record	Duplicate Record
Voter	John Smith (VUID 1)	John Smith (VUID 2)
County	Your County	Another County
Status	Active	Suspense
Address	Newest Address	Old (Unknown Address)
Registration Date	Newer Registration Date	Older Registration Date
EDR	Older EDR	Newer EDR

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Texas Secretary of State Elections Division

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Scenarios

SCENARIO 1 – Strong Match Duplicate (Original Voter County has newest Registration Application)

- Verify you have the most recent Registration Application using the other county's application or voter update in their Active Application Files.
- If you have the most recent Registration Application send written Notification of the change of residence (in accordance with [Section 13.072\(b\)](#), Election Code) to the Duplicate Voter Record county's registrar and include in the notice the applicant's name, former residence, and former registration number (as listed under the Duplicate Record).

As a reminder, **never** email confidential voter information, such as Texas Driver License or Identification (TDL/ID/EIC), Social Security Number (SSN) or Date of Birth (DOB).

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Scenarios

NOTIFICATIONS SENT IN ACCORDANCE WITH [Section 13.072\(b\)](#):

- Delivery options are governed under [Section 1.007\(c\)](#), Election Code
- Delivery may be made by:
 - Personal delivery,
 - Mail,
 - Telephonic facsimile machine (fax), or
 - Any other method of transmission (e-mail notifications).
- Should a county need to transmit a copy of an application to another county, they could either 1) mail the application, 2) fax the application, or 3) upload the file to the other county's County Data Website (CDW) through the TEAM

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Texas Secretary of State Elections Division

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Scenarios

SCENARIO 1 – Strong Match Duplicate (Original Voter County has newest Registration Application)

Counties receiving notification that a voter has moved, should cancel the voter's registration immediately upon receipt of notification (in accordance with [Section 16.031\(a\)\(1\)](#), Election Code) from the county that the voter's residence is now outside of your county. Voter records cancelled under this scenario should be cancelled using the following cancellation code: 22 – Response Confirmation (Indicating Voter is out of County)

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Texas Secretary of State Elections Division

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Scenarios

- **SCENARIO 2 – Strong Match Duplicate (Duplicate Voter County has newest Registration Application)**

	Original Record	Duplicate Record
Voter	John Smith (VUID 1)	John Smith (VUID 2)
County	Your County	Another County
Status	Active	Suspense
Address	Address	Address
Registration Date	Older Registration Date	Newer Registration Date
EDR	Older EDR	Newer EDR

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Texas Secretary of State Elections Division

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Scenarios

SCENARIO 2 – Strong Match Duplicate (Duplicate Voter County has newest Registration Application)

- Verifying with the other county that they do in fact have the most recent Registration Application. The other county should have an application or voter update in their Active Application Files to use for verification.
- If the Duplicate Record Registration Date is newer, we recommend the Original Record County sends a Notice of Address Confirmation in lieu of cancelling the voter in your county.
- If the Duplicate Registration Record is determined **not** to have the most recent Registration Application and you do have the most recent Registration Application, send Notification of the change of residence.

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Texas Secretary of State Elections Division

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Scenarios

SCENARIO 2 – Strong Match Duplicate (Duplicate Voter County has newest Registration Application)

Counties receiving notification that a voter has moved, should cancel the voter's registration immediately upon receipt of notification (in accordance with [Section 16.031\(a\)\(1\)](#), Election Code) from the county that the voter's residence is now outside of your county. Voter records cancelled under this scenario should be cancelled using the following cancellation code: 22 – Response Confirmation (Indicating Voter is out of County)

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Texas Secretary of State Elections Division

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Scenarios

- **SCENARIO 3 – Strong Match Duplicate (Duplicate Voter County has newest Registration Application and Original Voter County already has voter on Suspense)**

	Original Record	Duplicate Record
Voter	John Smith (VUID 1)	John Smith (VUID 2)
County	Your County	Another County
Status	Suspense	Active
Address	Address	Address
Registration Date	Older Registration Date	Newer Registration Date
EDR	Older EDR	Newer EDR

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Texas Secretary of State Elections Division

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Scenarios

- **SCENARIO 3 – Strong Match Duplicate (Duplicate Voter County has newest Registration Application and Original Voter County already has voter on Suspense)**

- Verify with the other county that they do in fact have the most recent Registration Application. The other county should have an application or voter update in their Active Application Files to use for verification that the Duplicate Record entry is in fact a newer Registration Date.
- If the other county does have the most recent Registration Application, request that the county send written Notification of the change of residence (in accordance with Section 13.072(b), Election Code) to you and include in the notice the applicant's name, former residence, and former registration number (as listed under the Original Record).

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Texas Secretary of State Elections Division

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Scenarios

- **SCENARIO 3 – Strong Match Duplicate (Duplicate Voter County has newest Registration Application and Original Voter County already has voter on Suspense)**

Counties receiving notification that a voter has moved, should cancel the voter's registration immediately upon receipt of notification (in accordance with Section 16.031(a)(1), Election Code) from the county that the voter's residence is now outside of your county. Voter records cancelled under this scenario should be cancelled using the following cancellation code: 22 – Response Confirmation (Indicating Voter is out of County)

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Scenarios

SCENARIO 4 – Weak Match Duplicates (Different Counties – Original Voter has older Registration Date)

- Voters matched within different counties based on Weak Match criteria may only be issued a Notice of Address Confirmation and placed on Suspense if the registrar has reason to believe the voter no longer resides at the residential address listed on the record within the registrar's county.
- If the Original Record (the record in your county) is already on Suspense, then there is no need to issue another Notice of Address Confirmation. You would simply mark the task as worked. Offline Counties do this by returning a "Duplicate Resolved" with no change to the voter's status. Online counties would "Delete" this record from their Dashboard Task list.

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Scenarios

SCENARIO 5 – Weak Match Duplicates (Different Counties – Original Voter has newer Registration Date)

If both records are Active and the Original Record (the record in your county) registration date is newer, then we recommend:

1. Verifying that you have the most recent Registration Application for the individual identified. The other county should have an application or voter update in their Active Application Files to use for verification that the Duplicate Record entry is in fact an Older Registration Date.
2. If you do have the most recent Registration Application, the county with the Duplicate Voter record may send a Notice of Address Confirmation to the voter if the voter is not on Suspense.

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Texas Secretary of State Elections Division

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Things to know about MERGING

- Records may only be merged when the records identified are within the same county.
- It is the registrar's responsibility to verify the record is the same person before completing a merge.
- The "Registration Date" on both records is vital and should be considered before taking any action on the record.
- When records are merged the "OLDEST EDR date" is retained.
- When records are merged the VUID and all other information (such as address, registration date, etc.) from the NEWEST EDR record is retained.
- A VR Certificate will not be generated when records are merged.

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Things to know about MERGING

- If the Original Record was in Active or Suspense Status when the merge is conducted, then a cancellation Notice (for V or S status only) is posted on the Dashboard (There are XXX "Cancelled" voters at this time.) and under Inquiries> Voter Cancellations for the Original Voter record.
- The Original Voter Record that is merged (cancelled) may also be located when searching for the voter through Voter Inquiries as well as through the Duplicate History Tab in Voter View on the Duplicate Voter Record.
- Any record that is cancelled through this process and set as a (C-26 Cancellation reason) will be restricted from being located when searching through Activities > Voter Registration > Search Voter.

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**Things to know about MERGING**

- Merged records in which one or both records are linked to an FPCA at the time the Merge is attempted will not be permitted. If either record is linked to an FPCA at the point in time that the Merge is attempted, then the system will provide notification to the registrar that the merge is unable to be completed.
- County users may manually merge records provided that the voters are in Suspense (S) or Active (V) status and located within the same county. The logic above for what data is retained would still apply.
- When a county "Unmerges" records, the Original Voter Record is returned to the state it was in at the time the merge was completed. Any changes that were made to the combined voter record after the merge and prior to being unmerged would remain on the VUID of the Duplicate Voter Record.

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**MERGING Scenarios**

SCENARIO 1 – Duplicate Record is in Suspense Status and has Older Registration Date

	Original Record	Duplicate Record
Voter	John Smith (VUID 1)	John Smith (VUID 2)
Status	Active	Suspense
Address	Newest Address	Old (Unknown Address)
Registration Date	Newer Registration Date	Older Registration Date
EDR	Older EDR	Newer EDR

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MERGING Scenarios**SCENARIO 1 – Duplicate Record is in Suspense Status and has Older Registration Date**

In such instances, the county would not immediately merge these records together, even if the option exists to do so. Upon merging the records together, the system will keep the Original Voter Record EDR and update the record with the all other Duplicate Voter Record Information. It is recommended that the user first (before merging the records together) should update the Duplicate Voter record with the current voter information.

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**MERGING Scenarios****SCENARIO 2 – Original Record is in Suspense Status and has Older Registration Date**

	Original Record	Duplicate Record
Voter	John Smith (VUID 1)	John Smith (VUID 2)
Status	Suspense	Active
Address	Address	Address
Registration Date	Older Registration Date	Newer Registration Date
EDR	Older EDR	Newer EDR

The registrar should merge these records together. The Duplicate Voter information (information from the Newest Registration record) will remain on the merged record.

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**MERGING Scenarios****SCENARIO 3 – Both records are Active, but the Original Voter has the newest Registration Date**

	Original Record	Duplicate Record
Voter	John Smith (VUID 1)	John Smith (VUID 2)
Status	Active	Active
Address	Address	Address
Registration Date	Newer Registration Date	Older Registration Date
EDR	Older EDR	Newer EDR

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Texas Secretary of State Elections Division

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MERGING Scenarios**SCENARIO 3 – Both records are Active, but the Original Voter has the newest Registration Date**

In such instances, the county would not immediately merge these records together, even if the option exists to do so. Upon merging the records together, the system will keep the Original Voter Record EDR and update the record with the all other Duplicate Voter Record Information. It is recommended that the user first (before merging the records together) should update the Duplicate Voter record with the current voter information.

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Texas Secretary of State Elections Division

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 4:52 PM
To: Gaby Gomez
Subject: FW: MASS E-MAIL ADVISORY (VR/EA-656) - Training Opportunities (NOVEMBER 2018)

From: Betsy Schonhoff [mailto:BSchonhoff@sos.texas.gov]
Sent: Wednesday, October 31, 2018 11:24 AM
To: VRTeam
Subject: MASS E-MAIL ADVISORY (VR/EA-656) - Training Opportunities (NOVEMBER 2018)

CAUTION: This email is from OUTSIDE Travis County. Links or attachments may be dangerous. Click the Phish Alert button above if you think this email is malicious.

Dear Counties,

The Office of the Secretary of State will offer Internet training sessions in November. The following **WebEx** classes are now available for counties to register to attend:

WHO SHOULD CONSIDER TAKING THIS CLASS	PRESENTED BY	CLASS DATE	CLASS TIME	CLASS SUBJECT	TOPIC
Voter Registrars/ Election Administrators	SOS Voter Registration Staff	NOVEMBER Tuesday, November 27 & Thursday, November 29	10:00 AM & 2:00 PM	Suspense List Mass Cancellations	<ul style="list-style-type: none">○ V○ W○ T○ M

These classes start at either 10:00 AM or 2:00 PM, and you should allow at least one hour for each session. Classes are conducted through the Internet with a product called WebEx. The county must have access to a computer, the Internet and a phone to participate in this web training. There are no registration fees for this Internet TEAM training, and online registration is now available on our website at <https://webservices.sos.state.tx.us/teamreg/login.asp>.

We will only allow sign-ups for a class to be held within the next two months and will periodically send out emails as new classes are available. In order to sign up, you will be required to provide a user name, which is your county—selected from the drop down menu—and your password, which is **teamwork01**.

Once a class is full, there are no allowances for additional participants, as each class will accommodate only 24 participants per class. We will continue hosting these webinars on a first-come, first-served basis. ***We strongly encourage users within the same office to share the web portion***, so that we can allow as many people as possible to attend these sessions. Each class must have at least 4 participants, or it may be subject to cancellation.

After your registration has been processed via the web, you will receive an email notification confirming your registration. You will be provided the link to your Internet TEAM training course and the call-in number several days prior to your scheduled class date and time.

Please be advised that you may (see the above chart) be expected to read specific manuals (as noted in the chart above), which will be posted to DocShare site BEFORE the class begins. Classes will be conducted with the assumption that you have read this information in advance. We may schedule additional Internet TEAM trainings depending on demand. As such, if the class you are interested in taking is full, please e-mail elections@sos.texas.gov to let us know you were unable to register for a class.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager

This electronic mail message, including any attachments, may be confidential or privileged under applicable law. This email is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this email, you are notified that any use, dissemination, distribution, copying, disclosure or any other action taken in relation to the content of this email including any attachments is strictly prohibited. If you have received this email in error, please notify the sender immediately and permanently delete the original and any copy of this email, including secure destruction of any printouts.

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:01 PM
To: Gaby Gomez
Subject: FW: MASS EMAIL (VR/EA-657) – TRAINING Opportunity: List Maintenance including DPS Non U.S. Citizen Data Comparison

From: Betsy Schonhoff [mailto:BSchonhoff@sos.texas.gov]
Sent: Thursday, December 20, 2018 7:29 PM
Subject: MASS EMAIL (VR/EA-657) – TRAINING Opportunity: List Maintenance including DPS Non U.S. Citizen Data Comparison

CAUTION: This email is from OUTSIDE Travis County. Links or attachments may be dangerous. Click the Phish Alert button above if you think this email is malicious.

As an update to the e-mail regarding the New TEAM Workflow for additional Non U.S. Citizen information, the Office of the Secretary of State will offer Internet training sessions in January. In addition, we will be conducting this training at the TAEA Conference. If you are attending that conference during the Secretary of State's presentation, you do not need to register for this webinar, unless you would like to take this as a duplicate training. For those not attending this conference, we encourage you to register for one of the available WebEx classes. We will continue to add classes, as needed, upon request to ensure everyone wanting to attend this training has the opportunity to do so.

The following **WebEx** classes are now available for counties to register to attend:

WHO SHOULD CONSIDER TAKING THIS CLASS	PRESENTED BY	CLASS DATE	CLASS TIME	CLASS SUBJECT	TOPICS
Voter Registrars & Elections Administrators	SOS Voter Registration Staff	January Tuesday, January 8 & Tuesday, January 15	10:00 AM & 2:00 PM	List Maintenance (Eligibility)	<ul style="list-style-type: none">○ W○ W○ H

Please note that this workflow will be discussed in context of all list maintenance activities associated with a voter's eligibility.

These classes start at either 10:00 AM or 2:00 PM, and you should allow at least one hour for each session. Classes are conducted through the Internet with a product called WebEx. The county must have access to a computer, the Internet and a phone to participate in this web training. There are no registration fees for this Internet TEAM training, and online registration is now available on our website at <https://webservices.sos.state.tx.us/teamreg/login.asp>.

We will only allow sign-ups for a class to be held within the next two months and will periodically send out emails as new classes are available. In order to sign up, you will be required to provide a user name, which is your county—selected from the drop down menu—and your password, which is **teamwork01**.

Once a class is full, there are no allowances for additional participants, as each class will accommodate only 24 participants per class. We will continue hosting these webinars on a first-come, first-served basis. ***We strongly encourage users within the same office to share the web portion***, so that we can allow as many people as possible to attend these sessions. Each class must have at least 4 participants, or it may be subject to cancellation.

After your registration has been processed via the web, you will receive an email notification confirming your registration. You will be provided the link to your Internet TEAM training course and the call-in number several days prior to your scheduled class date and time.

Please be advised that you may (see the above chart) be expected to read specific manuals (as noted in the chart above), which will be posted to DocShare site BEFORE the class begins. Classes will be conducted with the assumption that you have read this information in advance. We may schedule additional Internet TEAM trainings depending on demand. As such, if the class you are interested in taking is full, please e-mail elections@sos.texas.gov to let us know you were unable to register for a class.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,

Betsy Schonhoff
Voter Registration Manager
Office of the Texas Secretary of State

This electronic mail message, including any attachments, may be confidential or privileged under applicable law. This email is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this email, you are notified that any use, dissemination, distribution, copying, disclosure or any other action taken in relation to the content of this email including any attachments is strictly prohibited. If you have received this email in error, please notify the sender immediately and permanently delete the original and any copy of this email, including secure destruction of any printouts.

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:02 PM
To: Gaby Gomez
Subject: FW: MASS E-MAIL ADVISORY (VR/EA/CC-883) - Training Opportunities (JANUARY/FEBRUARY)

From: Betsy Schonhoff [mailto:BSchonhoff@sos.texas.gov]
Sent: Friday, January 11, 2019 1:42 PM
To: VRTeam
Subject: MASS E-MAIL ADVISORY (VR/EA/CC-883) - Training Opportunities (JANUARY/FEBRUARY)

CAUTION: This email is from OUTSIDE Travis County. Links or attachments may be dangerous. Click the Phish Alert button above if you think this email is malicious.

Dear Counties,

The Office of the Secretary of State will offer Internet training sessions in January and February, 2019. The following **WebEx** classes are now available for counties to register to attend:

WHO SHOULD CONSIDER TAKING THIS CLASS	PRESENTED BY	CLASS DATE	CLASS TIME	CLASS SUBJECT	TOPICS TO COVER
REPEAT CLASS Voter Registrars & Elections Administrators	SOS Voter Registration Staff	January Tuesday, January 22 Thursday, January 24	10:00 AM & 2:00 PM	List Maintenance (Eligibility)	<ul style="list-style-type: none">○ What is List Maintenance for Eligibility?○ Where does the data come from?○ How to conduct Eligibility List Maintenance
REPEAT CLASS Voter Registrars, Election Administrators, County Clerks	SOS Legal Staff	February Tuesday, February 5 & Thursday, February 7	10:00 AM & 2:00 PM	Legal Requirements for Precincts, Polling Places, and Redistricting	<ul style="list-style-type: none">● Laws related to county election precincts● County election precincts vs. election districts● Considerations for reviewing precinct boundaries

List Maintenance (Eligibility) class

Your WebEx host will be Betsy Schonhoff. This class has been offered a number of times this month already. Additional classes are now being opened to ensure every county has the opportunity to attend this training. This will cover the new data being processed through TEAM for additional Non U.S. Citizen information received from DPS, and this workflow will be discussed in context of all list maintenance activities associated with a voter's eligibility. Please note that at the TAEA Conference (Jan. 9th thru 11th), we presented this training. If you attended the conference during the Secretary of State's presentation, you do not need to register for this webinar, unless you would like to take this as a duplicate training. For those not attending this conference, we encourage at least one person from each county (who is not already registered or has not already attended this training) to register for one of the available WebEx classes.

Legal Requirements for Precincts, Polling Places, and Redistricting class

Your WebEx host will be one of our SOS Legal Staff members. This class is a repeat of the class that was given in December. It is being brought back upon request.

Signing-up for a WebEx Class

These classes start at either 10:00 AM or 2:00 PM, and you should allow at least one hour for each session. Classes are conducted through the Internet with a product called WebEx. The county must have access to a computer, the Internet and a phone to participate in this web training. There are no registration fees for this Internet TEAM training, and online registration is now available on our website at <https://webservices.sos.state.tx.us/teamreg/login.asp>.

We will only allow sign-ups for a class to be held within the next two months and will periodically send out emails as new classes are available. In order to sign up, you will be required to provide a user name, which is your county—selected from the drop down menu—and your password, which is **teamwork01**.

Once a class is full, there are no allowances for additional participants, as each class will accommodate only 24 participants per class. We will continue hosting these webinars on a first-come, first-served basis. ***We strongly encourage users within the same office to share the web portion***, so that we can allow as many people as possible to attend these sessions. Each class must have at least 4 participants, or it may be subject to cancellation.

After your registration has been processed via the web, you will receive an email notification confirming your registration. You will be provided the link to your Internet TEAM training course and the call-in number several days prior to your scheduled class date and time.

Please be advised that you may (see the above chart) be expected to read specific manuals (as noted in the chart above), which will be posted to DocShare site BEFORE the class begins. Classes will be conducted with the assumption that you have read this information in advance. We may schedule additional Internet TEAM trainings depending on demand. As such, if the class you are interested in taking is full, please e-mail elections@sos.texas.gov to let us know you were unable to register for a class.

If you have any questions, please do not hesitate to contact a member of the VR TEAM at (800) 252-2216, option 1.

Sincerely,
Betsy Schonhoff
Voter Registration Manager
Office of the Texas Secretary of State

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:02 PM
To: Gaby Gomez
Subject: FW: MASS EMAIL (CC/EA/VR - 883) -- Secretary Whitley Issues Advisory On Voter Registration List Maintenance Activity

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Friday, January 25, 2019 4:57 PM
To: Elections Internet
Subject: MASS EMAIL (CC/EA/VR - 883) -- Secretary Whitley Issues Advisory On Voter Registration List Maintenance Activity

CAUTION: This email is from OUTSIDE Travis County. Links or attachments may be dangerous. Click the Phish Alert button above if you think this email is malicious.

Dear Election Officials:

As you may know, earlier we issued Advisory 2019-02 - Use of Non-U.S. Citizen Data obtained from the Department of Public Safety. In addition to this advisory, the Secretary of State has issued the news release below.

If you receive any requests for the data we are sending you, please contact your county attorney to seek guidance from the Office of the Attorney General on what information is producible under a public information request with respect to this data.

Please let us know if you have any questions or concerns.

Thank you,

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:

VOTETEXAS.GOV
POWERED BY THE TEXAS SECRETARY OF STATE

The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as a legal opinion for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved

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Texas Secretary of State



David Whitley

FOR IMMEDIATE RELEASE

January 25, 2019

Contact: Sam Taylor

STaylor@sos.texas.gov

512-463-6116

Secretary Whitley Issues Advisory On Voter Registration List Maintenance Activity

"Integrity and efficiency of elections in Texas require accuracy of our state's voter rolls"

AUSTIN, TX – Texas Secretary of State David Whitley today issued an advisory to county voter registrars regarding voter registration list maintenance activities, which include identifying any non-U.S. citizens registered to vote in the State of Texas. For the past year, the Texas Secretary of State's office has worked closely with the Texas Department of Public Safety (DPS) to evaluate information regarding persons identified to not be citizens of the United States. This voter registration list maintenance activity is being conducted in accordance with federal and state law to ensure that only qualified voters - who must first and foremost be U.S. citizens - are registered to vote in Texas elections.

Through this evaluation, the Texas Secretary of State's office discovered that a total of approximately **95,000** individuals identified by DPS as non-U.S. citizens have a matching voter registration record in Texas, approximately **58,000** of whom have voted in one or more Texas elections. Voting in an election in which the person knows he or she is not eligible to vote is a second-degree felony in the State of Texas. Upon receipt of this information, the Texas Secretary of State's office immediately provided the data in its possession to the Texas Attorney General's office, as the Secretary of State has no statutory enforcement authority to investigate or prosecute alleged illegal activity in connection with an election.

Secretary Whitley issued the following statement:

"Integrity and efficiency of elections in Texas require accuracy of our state's voter rolls, and my office is committed to using all available tools under the law to maintain an accurate list of registered voters. Our agency has provided extensive training opportunities to county voter registrars so that they can properly perform list maintenance activities in accordance with federal and state law, which affords every registered voter the chance to submit proof of eligibility. I would like to thank the Department of Public Safety for providing us with this valuable information so that we can continue to guarantee the right to vote for all eligible Texas voters, who should not have their voices muted by those who abuse the system."

Going forward, the Texas Secretary of State's office will use information it obtains from DPS on a monthly basis to cross-reference with Texas' statewide voter registration database and match potential non-U.S. citizens who have registered to vote. Once a voter registration is identified as a match, the Texas

Secretary of State's office will notify the county in which the person is registered so that the county voter registrar can take action.

The following combinations of matches between information in DPS-provided data and the statewide voter registration database are used to identify possible non-U.S. citizens registered to vote:

- Last Name, First Name, and Full Social Security Number;
- Last Name, First Name, and DPS-issued Driver License, Personal Identification Card, or Election Identification Certificate Number; or
- Last Name, First Name, Last Four Digits of Social Security Number, and Date of Birth

If a registered voter is identified as a non-U.S. citizen, he or she should receive a [Notice of Examination \(PDF\)](#) from the county voter registrar indicating that his or her registration status is being examined on the grounds that he or she is not a U.S. citizen. The registered voter will then be required to provide proof of citizenship in order to stay registered, which may be done by submitting to the voter registrar a copy of one of the following documents:

- A certified copy of the voter's birth certificate
- United States passport; or
- Certificate of naturalization (Citizenship certificate)

If the person responds indicating he or she is not a U.S. citizen, or fails to respond to the Notice within 30 days, then the voter registration will be cancelled by the county voter registrar. County voter registrars have been provided with numerous training opportunities to ensure that list maintenance activities are conducted in accordance with state and federal law so as to not affect eligible voters.

Texas voters who wish to check their registration status can visit the Texas Secretary of State's "[Am I Registered?](#)" tool online or [contact the voter registrar in their county of registration](#).

###

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:03 PM
To: Gaby Gomez
Subject: FW: Mass E-mail (VR/EA/V-661) - Additional information pertaining to Advisory 2019-02

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Friday, February 01, 2019 11:47 AM
To: Elections Internet
Subject: Mass E-mail (VR/EA/V-661) - Additional information pertaining to Advisory 2019-02

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Dear Voter Registrars/Election Administrators-

On Friday, we issued Advisory No. 2019-02 related to your requirement to conduct list maintenance activities. As you know, list maintenance activities are an ongoing process, and we thank you for your collaboration and feedback thus far. The data we provide to you is the starting point, and your data matches should be reviewed before you send out any Notices of Examination. Many of you have begun working through the lists to determine whether or not you should issue a Notice of Examination to registered voters who were matched to the data requested from DPS. We are working with DPS as part of our ongoing collaboration between the state and the counties to provide additional information to assist you in making your determinations. After speaking to a number of counties, we wanted to share some of the tools and resources that we have found counties are using to help identify potential matches that will not have a Notice of Examination issued.

1. **Review your application files:** Look at the sources you have for the current or previous applications (if available). Any application electronically transmitted from DPS should indicate citizenship was verified by DPS at the time the voter registration application was submitted. Some county voter registrars or VDRs participate in naturalization ceremonies and maintain lists of naturalized citizens or can identify which applications were completed at a naturalization ceremony. Additionally, a voter may have previously been issued a Notice of Examination for citizenship and provided such documentation. If you have that documentation on file, you would not need to issue a new Notice of Examination.
2. **Look to other entities that may have verified citizenship.** As a reminder, under Section 16.033, Texas Election Code, the voter registrar has the right to use any lawful means to investigate whether a registered voter is currently eligible for registration in the county. There are other governmental entities in or around your county that may have verified citizenship. Several counties have informed us that they are reaching out to local immigration offices to determine whether or not they can obtain lists from these sources.

Please note a person may provide proof of citizenship by personal delivery, mail, fax or scanned attachment sent via email.

In addition, several counties have contacted us about receiving public information requests pertaining to Advisory 2019-02 and the data that our office has provided to counties in connection with that advisory. It is our understanding that the Office of the Attorney General ("OAG") believes information related to the advisory, including data provided to the

counties by our office and the counties' correspondence with voters, may constitute law enforcement information excepted from disclosure under the Public Information Act (Texas Government Code § 552.108). Information sought in the requests may relate to pending or reasonably anticipated litigation involving the advisory (Texas Government Code § 552.103). If you receive a public information request, please contact your county attorney to request a ruling from the OAG's Open Records Division and to notify any appropriate third parties (including the OAG's Public Information Coordinator at publicrecords@oag.texas.gov) so that these parties may submit their own arguments regarding disclosure to protect the privacy of those involved. For additional questions related to public information requests, please contact the Open Government Section of the OAG at (512) 478-6736 or Toll Free: (877) 673-6839.

Our goal in this process is two-fold: (1) Maintain accurate voter registration rolls by conducting routine list maintenance activities as required by federal law, and (2) Ensure that eligible voters maintain their registration. It is our goal to provide you with the tools necessary to meet both of these goals. The feedback we are getting from you regarding your data is vital to this process. Like many other election and voter registration activities, we are working together on this. We thank you for your feedback and continue to welcome any further feedback so that we can work together to ensure an effective and efficient process of maintaining an accurate list of registered voters going forward.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:

VOTETEXAS.GOV
POWERED BY THE TEXAS SECRETARY OF STATE

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:03 PM
To: Gaby Gomez
Subject: FW: Mass Email-- (EA/VR) -- Additional guidance based on feedback pertaining to Advisory 2019-02

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Friday, February 15, 2019 3:46 PM
Subject: Mass Email-- (EA/VR) -- Additional guidance based on feedback pertaining to Advisory 2019-02

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Hello everyone,

Over the last two weeks, we have continued to receive feedback from you on [Advisory 2019-02](#). Based on this feedback, we'd like to offer the following additional guidance:

1. **Weak matches don't require you send a Notice of Examination:** As we stated in the Advisory, for this matching program, we used our STRONGEST matching criteria (First Name, Last Name full 9 of SSN; First Name, Last Name, Full DL number; First Name, Last Name, Last 4 or SSN and DOB), but we have instructed you to treat them like WEAK matches. As you know, by treating it like a weak match, you do NOT automatically take action on it. For weak matches, you have the authority to use any lawful means necessary to investigate. After you have investigated, if you do not feel confident sending the Notice of Examination to the voter in question you are not required to take action on it.
2. **Compare dates of registration to dates of last DPS transaction:** If a registered voter in your county has an Effective Date of Registration (EDR) BEFORE the date of the voter's last (most recent) transaction with DPS during which the individual indicated that he or she is not a U.S. citizen and provided proof of lawful presence, we recommend you prioritize those matches for sending notices of examination.
3. **Reinstatement Process:** If you choose to send out a Notice of Examination and a voter is subsequently cancelled for a failure to respond to the notice, that voter's registration will be cancelled. If the voter later appears and provides proof of citizenship, these voters **MUST** be reinstated. Reinstatement of registration takes effect **immediately**.
4. **Clerical Errors on Application Processing:** A number of counties have informed us that they are discovering their own errors in processing applications. Specifically, a voter submitted a voter registration application, marked "no" on the US Citizenship question, but the county mistakenly registered that voter. For these voters, you do **NOT** have the authority to cancel them. Despite the fact the error was made when the application was submitted, these are now registered voters and have the rights associated with being a registered voter. You would need to send the Notice of Examination to these voters to allow them the opportunity to respond and provide proof of citizenship. If they do not respond, you would cancel for failure to respond.

5. **Allowable Documentation:** We've had a number of questions about the allowable documentation. Below are the issues we've been asked for guidance on:
- a. **Submission of documents:** Under 1.007 of the Texas Election Code, proof of citizenship can be provided via personal delivery, mail, fax or **email**.
 - b. **Types of documents:** Per 16.0332 of the Texas Election Code, a voter must respond to any Notice of Examination sent out for this purpose by providing a certified copy of a vote's birth certificate, US passport or passport card, or citizenship papers or any other form prescribed by the Secretary of State. A **copy** of any of the above mentioned documents is sufficient to provide proof of citizenship.
6. **Voter requests for individual data:** A number of counties have told us that voters are proactively reaching out to the counties to inquire as to whether or not they have been identified by DPS as a noncitizen because they want to proactively provide proof of citizenship, if necessary. If you are able to verify that the inquiring registered voter has indeed been identified as a noncitizen, you may confirm that fact to the registered voter and advise the voter that he or she has the option of:
- a. Responding to a Notice of Examination letter affirming his or her US citizenship; or
 - b. Providing proof of US citizenship to the voter registrar in person or by mail, fax or email
- Once the individual's citizenship has been verified by your office, you should mark the task 'RESOLVED' and no further action will be required.

Thank you very much for your work on this project as well as the other daily voter registration work that you do so well. We are determined to be your partners in this work. If there is anything that we can do or that you think we should know, please feel free to contact us directly.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:03 PM
To: Gaby Gomez
Subject: FW: Mass Email -- (EA/VR) -- Update Regarding Advisory 2019-02

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Friday, February 22, 2019 3:09 PM
Subject: Mass Email -- (EA/VR) -- Update Regarding Advisory 2019-02

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Hello Everyone,

This email is to update you on the progress of the data set regarding the DPS non-citizen matches. We would like to thank you for your feedback and consultation as we ensure that we can continue to provide you with the best possible data set we can ascertain at the state level. We have met with DPS several times and they have given us a list that omits any individuals that DPS data shows is a U.S. citizen.

We are prepared to immediately close the tasks as resolved for those individuals on your dashboard for which you do not need to take any further action. We are in the process of closing those tasks, and they should all be closed by Monday. If you have already sent a notice of examination to those individuals, you should send a letter notifying the voter that you are no longer investigating the voter and they do not need to respond to the notice. If the voter does not respond to the notice, the voter will remain registered and no further action needs to be taken.

If you wish to receive a new data set, please let us know and it will be provided to you.

Please let us know if you have any questions.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:04 PM
To: Gaby Gomez
Subject: FW: Mass Email--VR/EA--Advisory 2019-03 - Court Orders in Pending Litigation
Attachments: Order 2.27.19.pdf; Order 2.28.19.pdf

Sensitivity: Personal

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Monday, March 04, 2019 12:05 PM
To: Elections Internet
Subject: Mass Email--VR/EA--Advisory 2019-03 - Court Orders in Pending Litigation
Sensitivity: Personal

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ELECTION ADVISORY **NO. 2019-03**

TO: Voter Registrars/Elections Administrators
FROM: Keith Ingram, Director of Elections
DATE: March 4, 2019
RE: Court orders in pending litigation involving non-citizen list maintenance process

We are writing to advise you of developments on the recently initiated non-citizen list maintenance process. As you know, lawsuits challenging this process were filed in federal courts in San Antonio, Corpus Christi, and Galveston over the last month. These lawsuits were recently consolidated into one case before Judge Fred Biery in the Western District of Texas, San Antonio Division.

On February 27 and February 28, the district court entered the attached preliminary orders. The district court noted the "unanimity among the parties, counsel and the Court that non-American citizens are ineligible to vote." And the district court acknowledged that the non-citizen list maintenance process was performed in good faith to carry out statutory list maintenance duties. At the same time, counties should pause their efforts on this list maintenance process as they continue to review the now-refined data generated from the DPS database.

In this case, and in previous cases involving voter roll maintenance, the Secretary of State has maintained that he lacks the power to order counties to update their voter rolls. However, pursuant to the district court's February 27 order, the Secretary of State advises all counties "not to send any notice of examination letters nor remove voters from registration without prior approval of the Court with a conclusive showing that the person is ineligible to

vote.” I am alerting you that the district court ordered that, in relation to the list at issue in Election Advisory No. 2019-02, local officials are “not to remove any person from the current voter registration list until authorized by this Court.” These provisions of the district court’s order do “not prohibit the removal of any person based upon information independent of Advisory 2019-02, such as death, relocation or felony conviction,” or the removal of any persons who are excused or disqualified from jury service because of non-citizen status or persons who request to be removed from the rolls because of their lack of citizenship.

Additionally, to the extent that the Secretary of State provides subsequent lists of potential non-citizen matches on a monthly basis, this office advises all counties “not to send notice of examination letters nor remove voters from registration without prior approval of the Court,” as indicated in the district court’s February 27 order. Again, this “does not prohibit the removal of any person based upon information independent of Advisory 2019-02, such as death, relocation or felony conviction,” or the removal of any persons who are excused or disqualified from jury service because of non-citizen status or persons who request to be removed from the rolls because of their lack of citizenship.

Please also note that the district court’s order allows local officials to “continue to find out if in fact someone is registered who is not a citizen, so long as it is done without communicating directly with any particular individual on the list.” Pursuant to the district court’s order, if voters “initiate the contact with a county elections administrator,” you may communicate directly with these individuals.

As we learn more, we will update you.

Sincerely,

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:

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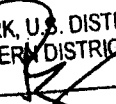
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IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TEXAS
SAN ANTONIO DIVISION

FILED

FEB 27 2019

CLERK, U.S. DISTRICT CLERK
WESTERN DISTRICT OF TEXAS
BY  FIDELITY

TEXAS LEAGUE OF UNITED LATIN
AMERICAN CITIZENS, ET AL.,

Plaintiffs,

V.

DAVID WHITLEY, in his Official Capacity
as Secretary of State for the State of Texas;
ET AL.,

Defendants.

CIVIL ACTION NO. SA-19-CA-074-FB

ORDER

Before the Court are a number of preliminary issues related to protecting the integrity of the election process and ensuring the Equal Protection of the laws for all Texans. There is unanimity among the parties, counsel and the Court that non-American citizens are ineligible to vote.

The evidence has shown in a hearing before this Court that there is no widespread voter fraud. The challenge is how to ferret the infinitesimal needles out of the haystack of 15 million Texas voters. The Secretary of State through his dedicated employees, beginning in February 2018, made a good faith effort to transition from a passive process of finding ineligible voters through the jury selection system in each county to a proactive process using tens of thousands of Department of Public Safety driver license records matched with voter registration records. Notwithstanding good intentions, the road to a solution was inherently paved with flawed results, meaning perfectly legal naturalized Americans were burdened with what the Court finds to be ham-handed and threatening correspondence from the state which did not politely ask for information but rather exemplifies the power of government to strike fear and anxiety and to intimidate the least powerful among us.¹ See Attachment A (TX-LULAC

¹ *Boustani v. Blackwell*, 460 F. Supp. 2d 822, 827 (N.D. Ohio 2006) (Boyko, J.) ("This Court has personally presided over numerous naturalization ceremonies and has witnessed firsthand the joy of these new Americans and their intense desire to participate in this nation's democratic process. There is no such thing as a second-class citizen

Exhibit 4). No native born Americans were subjected to such treatment. *See* U.S. CONST. amend XIV, § 1 (“[N]or shall any State . . . deny to any person within its jurisdiction the equal protection of the laws.”). Out of 98,000 new American voters on the list, thus far approximately 80 have been identified as being ineligible to vote.² Almost immediately upon sending the list, the government had an “oops” moment, realizing that 25,000 names should not have been included. It appears this is a solution looking for a problem. Indeed, Secretary of State Whitley has accepted responsibility and apologized for the failure to seek confirmation of the accuracy, appropriateness, competency and due diligence of the process before the rollout. Though promising more transparency, the Secretary has resisted plaintiffs’ legal concerns as opposed to entering into an agreed solution precluding further fear and intimidation. *See* Attachment B (TX-LULAC Exhibit 54); *see also United States v. Florida*, 870 F. Supp. 2d 1346, 1347, 1348 (N.D. Fla. 2012) (Hinkle, J.) (explaining that Florida election officials identified only “a small number” of ineligible voters from Secretary of State’s list of “180,000 registered voters who he said might be noncitizens”).³ The Florida program, similar in nature to Texas, was ultimately abandoned by the state. *Florida*, 870 F. Supp. 2d at 1350-51. Here, for the local officials responsible for implementing the program, it was not a Henry David Thoreau moment

or a second-class American. Frankly, without naturalized citizens, there would be no America. It is shameful to imagine that this statute is an example of how the State of Ohio says thank you to those who helped build this country.”). I concur. (Biery, J.).

²The Bard might say this is much ado about nothing. WILLIAM SHAKESPEARE, *MUCH ADO ABOUT NOTHING*, act 3, sc. 1. On the other hand, for the people who perceive discriminatory impact, it is much ado about their constitutionally protected rights.

³As plaintiffs’ counsel stated at the preliminary injunction hearing, “[o]n the Florida case, . . . they started at 180,000 identified voters in that state, and by the time they went through all the sifting, they ended up with 85” people who were ineligible to vote. (Docket no. 57, at page 52, lines 12-20); *see also Editor’s Note on Nov. 12, 2018 to Story Published in May 2012*, <https://www.nbcmiami.com/news/local> (last visited Feb. 26, 2019) (explaining that Florida election documents show that initial list of 180,000 names was whittled to only 85 ineligible voters).

("Simplify, simplify.")⁴ Rather, the Court heard compelling evidence concerning confusing and contradictory communications from the Secretary of State.

While the Court awaits proposed findings of fact and conclusions of law regarding the preliminary injunction issues, the Court is prepared to address some issues.

Defendants Whitley and Paxton have moved to dismiss, alleging the Court has no jurisdiction and plaintiffs have failed to state a claim. To the extent defendants rely upon state statutes in support of the jurisdictional motion, the Court holds that the United States Constitution trumps state law in appropriate circumstances, this being one. Moreover, given the highly credible evidence presented by plaintiffs, the Court finds overwhelmingly that claims for relief have been properly stated. Accordingly, defendants' motion to dismiss (docket no. 20) is DENIED.

Plaintiffs have also sued Attorney General Paxton, whose only involvement shown thus far is a press release, which the Court finds arguably vituperative in tone but nevertheless states the Attorney General's authority and, therefore, without further proof is within his First Amendment right to free speech. *See* Attachment C (TX-LULAC Exhibit 3). Clearly, this statement is not yelling fire in a crowded theater and therefore not subject to being censured.⁵ While the Court would prefer that political rhetoric be neutralized to more civil discourse, Article III of the Constitution bestows no power on the federal judiciary to make wishes come true. Accordingly, plaintiffs' request for relief regarding the press release is DENIED.

The Court awaits final advice from the individual counties which are parties concerning whether they will agree to pause the process, particularly not sending any notice of examination letters without

⁴HENRY D. THOREAU, WALDEN 91 (J. Lyndon Shanley ed., Princeton Univ. Press 1971) (1854).

⁵As Justice Oliver Wendell Holmes, Jr. stated in *Schenck v. United States*, 249 U.S. 47, 52 (1919): "The most stringent protection of free speech would not protect a man in falsely shouting fire in a theatre and causing a panic."

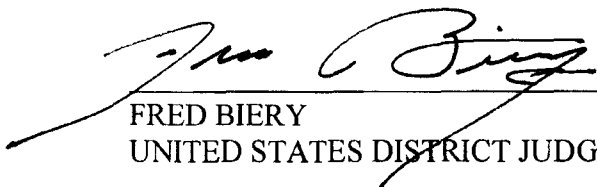
prior approval of the Court. Local officials can continue to find out if in fact someone is registered who is not a citizen, so long as it is done without communicating directly with any particular individual on the list. In addition, local officials are ORDERED not to remove any person from the current voter registration list until authorized by this Court. As to the first rollout of 98,000, the Secretary of State is ORDERED to tell other counties which are not parties to this litigation, or party counties which will not agree to a pause, not to send any notice of examination letters nor remove voters from registration without prior approval of the Court with a conclusive showing that the person is ineligible to vote.

With reference to the new lists being prepared based on contemporaneous applications for driver licenses and applications to register to vote, the Secretary of State may proceed with the monthly rollouts. However, the Secretary of State is affirmatively ORDERED to advise and direct local voting officials not to send notice of examination letters nor remove voters from registration without prior approval of the Court.

The Court further finds and concludes the Secretary of State, though perhaps unintentionally, created this mess. As Robert Fulghum taught in *All I Really Need to Know I Learned in Kindergarten*, "always put things back where we found them and clean[] up our own messes." ROBERT FULGHUM, *ALL I REALLY NEED TO KNOW I LEARNED IN KINDERGARTEN: UNCOMMON THOUGHTS ON COMMON THINGS* (Villard Books 1986).

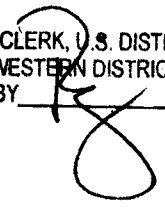
IT IS SO ORDERED.

SIGNED this 27 day of February, 2019.


FRED BIERY
UNITED STATES DISTRICT JUDGE

FILED

FEB 28 2019

CLERK, U.S. DISTRICT CLERK
WESTERN DISTRICT OF TEXAS
BY  DEPUTY

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TEXAS
SAN ANTONIO DIVISION

TEXAS LEAGUE OF UNITED LATIN
AMERICAN CITIZENS, ET AL.,

Plaintiffs,

V.

DAVID WHITLEY, in his Official Capacity
as Secretary of State for the State of Texas;
ET AL.,

Defendants.

CIVIL ACTION NO. SA-19-CA-074-FB

ORDER REGARDING JOINT ADVISORY FROM COUNTY DEFENDANTS

The county defendants seek clarification of the Order (docket no. 61) issued on February 27, 2018. (Docket no. 62). As noted in the advisory, “all Texas counties routinely receive information from a variety of sources (including the Secretary of State) regarding voters who are deceased, have moved to another county or state, are convicted of a felony, or are not citizens.” *Id.* at page 2. The county defendants inquire whether “the Court’s Order to not remove any voter based on information received from Advisory 2019-02 . . . is broad enough to prohibit the removal of ‘any person from the current voter registration list until authorized by this Court,’ for any reason, based upon information independent of Advisory 2019-02.” *Id.* The Court’s Order is limited to the removal of any person from the current voter registration list based on non-citizenship and does not prohibit the removal of any person based upon information independent of Advisory 2019-02, such as death, relocation or felony conviction.

The county defendants also advise “the Court that they may be unable to avoid communicating directly ‘with any particular individual on the list’ should those voters initiate the contact with a county

elections administrator. However, the county defendants advise the Court that they will not initiate such contact.” *Id.* This is acceptable to the Court.

The advisory also brings to the Court’s attention that the *Garibay* plaintiffs’ motion for leave to file a second amended complaint, which seeks to add as defendants Angelina County, Bandera County, Blanco County, Bosque County, Brazos County, Gregg County, Kerr County, Victoria County and Willacy County, is pending. It is due to an administrative oversight that these counties are not properly before the Court at this time. Accordingly, an order granting the motion shall be issued simultaneously with this response to the joint advisory.

It is so ORDERED.

SIGNED this 28th day of February, 2019.



FRED BIERY
UNITED STATES DISTRICT JUDGE

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:04 PM
To: Gaby Gomez
Subject: FW: MASS EMAIL (EA/VR) -- Notice To Counties Regarding Test Data In TEAM

Sensitivity: Personal

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Monday, March 11, 2019 4:30 PM
To: Elections Internet
Subject: MASS EMAIL (EA/VR) -- Notice To Counties Regarding Test Data In TEAM
Sensitivity: Personal

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Dear County Officials,

We would like to inform you that your office may have received some list maintenance files this morning in error. These files should not have been sent to your county. Working through our vendor, we were in the process of running data in our test environment; however, due to a technical error, it inadvertently got pushed out into production.

For online counties, the dashboard activities related to these files were immediately removed. For offline counties receiving a voter export file, we ask that you completely disregard the file. Please do not move forward in working with that data at this time.

If you have any additional questions, please do not hesitate to contact our office at (512)262-8683 or at Elections@sos.texas.gov.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml
For Voter Related Information, please visit:



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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:05 PM
To: Gaby Gomez
Subject: FW: MASS EMAIL (VR/EA-652) -Voter Registration Applications
Attachments: VR Deadline.pdf

From: Brenda Hester [mailto:BHester@sos.texas.gov]
Sent: Friday, April 05, 2019 4:12 PM
To: Elections Internet
Subject: MASS EMAIL (VR/EA-652) -Voter Registration Applications

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County Officials,

With the passing of the voter registration deadline, we are receiving some questions related specifically to the examination and acceptance of applications without USPS postmark. In order to handle this situation, we have developed a recommended order of identification to help registrars determine whether or not an application should be considered to be timely. The dates that can be used, in order, should they appear, are:

Applications Sent Directly to the County

1. A postmark directly on the voter application or accompanying envelope.
2. The date written in by the applicant next to their signature.
3. If none of these exist, then the date received by the voter registrar's office should be used.

Applications Sent from the Secretary of State's Office

When our office receives applications, we sort them by county and then mail them to Voter Registrars. If you receive a packet of applications from us, please use the following dates:

1. The date postmarked on the envelope sent to you by the Secretary of State's office.
2. If the date postmarked on an envelope sent to you by the Secretary of State's office is after the deadline, we will include a note stating that the applications were received on or before the deadline. (See the attached sample.)

Please keep in mind that the only time our office will include a note or letter (sample attached) is when the applications received are close enough to the registration cut-off that it needs to be clear that the registrations are eligible for the current election. If a notice is included, then the voter will be eligible for the May election. If there was no note in the envelope from our office with the registrations, then all of the applications were received by our office after the April 4th deadline regardless of what the applicant may have written on it. These applicants may be registered for any future elections in 2019.

If an envelope containing voter applications is mailed from a source other than the Secretary of State and the manila envelope bears a post office cancellation mark, then all of the VR applications contained in the envelope should be treated as having been postmarked on the same day. If the manila envelope is unmarked and there is no indication as to when the envelope was sent, the voters should be treated as having registered on the date the applications were received.

As always, if we can be of any assistance to you, please do not hesitate to contact a member of the Voter Registration TEAM at (800) 252-2216, option 1.

Voter Registration Team

Office of the Secretary of State

800-252-VOTE (8683)

800-252-2216, option1

www.sos.state.tx.us/elections/index.shtml

For Voter Related Information, please visit:

VOTETEXAS.GOV

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The State of Texas



Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.state.tx.us
www.VoteTexas.gov

Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

David Whitley
Secretary of State

The enclosed voter registration applications without postmarks came to our office in packages, which were postmarked on or before April 4, 2019. The voters **are eligible** for the May 4, 2019 uniform elections. Any questions please call Kristi Hart or Ernest Fuentes with the elections division toll-free at 1-800-252-2216, or email elections@sos.texas.gov.

Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:05 PM
To: Gaby Gomez
Subject: FW: MASS EMAIL (CC/EA/VR - 881) -- Secretary Whitley Announces Settlement In Litigation On Voter Registration List Maintenance Activity

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Friday, April 26, 2019 3:50 PM
To: Elections Internet
Subject: [CAUTION EXTERNAL] MASS EMAIL (CC/EA/VR - 881) -- Secretary Whitley Announces Settlement In Litigation On Voter Registration List Maintenance Activity

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Dear County Election Officials and Voter Registrars,

Please see the [news advisory](#) below regarding the settlement of the litigation on list maintenance activities. Please be advised that we will be sending out more details and instructions to you regarding the new process going forward.

Thank you,

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml

For Voter Related Information, please visit:

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Texas Secretary of State



David Whitley

FOR IMMEDIATE RELEASE

April 26, 2019

Contact: Sam Taylor

STaylor@sos.texas.gov

512-463-6116

Secretary Whitley Announces Settlement In Litigation On Voter Registration List Maintenance Activity

Plaintiffs agree to dismiss all claims against the Texas Secretary of State

AUSTIN, TX – Today, the parties to *LULAC v. Whitley* (and consolidated cases) agreed to a settlement in the litigation regarding the Texas Secretary of State's voter registration list maintenance activity announced on January 25, 2019 to identify and remove non-U.S. citizens registered to vote in Texas. All parties agreed to a mutually acceptable process by which the Texas Secretary of State's office can continue to conduct voter registration list maintenance required under both state and federal law while eliminating the impact of any list maintenance on eligible Texas voters. The plaintiffs agreed to dismiss all of their claims and the Texas Secretary of State's office agreed to issue a new advisory notifying Texas counties on the revised process for identifying and removing non-U.S. citizens from the state's voter rolls.

Secretary Whitley issued the following statement regarding the settlement agreement:

"I want to thank the Texas Legislature, county election officials from across the state, and the parties in this litigation for working with our office to develop a sustainable non-citizen list maintenance process. From the beginning, this process was designed to be collaborative, and today's agreement reflects a constructive collaboration among all stakeholders. It is of paramount importance that Texas voters can have confidence in the integrity, accuracy, and efficiency of the electoral system in which they participate. Today's agreement accomplishes our office's goal of maintaining an accurate list of qualified registered voters while eliminating the impact of any list maintenance activity on naturalized U.S. citizens. I will continue to work with all stakeholders in the election community to ensure this process is conducted in a manner that holds my office accountable and protects the voting rights of eligible Texans."

As part of the settlement, the parties agreed to a revised list maintenance process for the Texas Secretary of State's office to utilize in matching Texas Department of Public Safety (DPS) data regarding potential non-U.S. citizens with Texas' voter registration database. The parties agreed that, going forward, the Texas Secretary of State's office will send to county voter registrars only the matching records of individuals who registered to vote before identifying themselves as non-U.S. citizens to DPS when applying for a driver license or personal identification card. This will ensure that naturalized U.S. citizens who lawfully registered to vote are not impacted by this voter registration list maintenance process.

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Gaby Gomez

From: Amanda Katzer
Sent: Monday, July 15, 2019 5:05 PM
To: Gaby Gomez
Subject: FW: MASS EMAIL--VR/EA--Settlement update

Sensitivity: Personal

From: Elections Internet [mailto:Elections@sos.texas.gov]
Sent: Friday, May 03, 2019 8:51 AM
To: Elections Internet
Subject: [CAUTION EXTERNAL] MASS EMAIL--VR/EA--Settlement update
Sensitivity: Personal

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Dear Voter Registrars and Elections Administrators,

As we alerted you last Friday, the parties reached a settlement of the three federal lawsuits challenging the list maintenance activity announced in Election Advisory 2019-02. The district court entered an order dismissing all three cases on Monday, April 29, 2019.

As part of the settlement, the Secretary of State's office has rescinded Election Advisory 2019-02. We advise you to take no further action on any data files that our office sent you in connection with Election Advisory 2019-02. For online counties and offline counties using the dashboard, we have closed all tasks related to these data files. We urge other offline counties to close all tasks associated with any data files that we sent you for this list maintenance activity.

In addition, if you sent any voter a notice of examination as a result of Election Advisory 2019-02, please send that voter a new letter advising them that they are still registered to vote and that their voter registration status is no longer in question. You do not need to send this additional notice if the individual has contacted your office and asked to be removed from the voter rolls or if there is some other basis for investigating the eligibility of the voter. We understand that some counties have already sent additional notices to certain voters; however, if you have not done so and have questions about the appropriate language to use in these notices, please contact our office before issuing notices to any voters.

Consistent with the parties' settlement, we anticipate issuing a new advisory related to the agreed-upon and revised list maintenance process in the coming weeks.

Thank you for your assistance in these matters and for all of your hard work going into the May elections. If you have any questions regarding this e-mail, please give us a call.

Keith Ingram
Director, Elections Division
Office of the Secretary of State
800-252-VOTE(8683)
www.sos.state.tx.us/elections/index.shtml

For Voter Related Information, please visit:

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